

Montgomery High School Transcript Request Form

Please allow 48 hours for processing. The first three (3) transcripts are free and a \$2.00 fee for each additional transcript.

PLEASE PRINT CLEARLY:

Student's Full Name While Attending (Last, First MI):		Phone Number:
Today's Date: / /	Student ID #:	Date Of Birth: / /
Grade:	Graduated (Yr.):	Withdrawn (Yr.):

CHECK ONE:

<input type="checkbox"/>	UNOFFICIAL TRANSCRIPT - (For Personal Use) Photo ID required for pick up.
<input type="checkbox"/>	OFFICIAL TRANSCRIPT – (For College admissions, Scholarship application, etc.) CANNOT be released directly to the student and/or student family. ***

PLEASE SEND MY OFFICIAL TRANSCRIPT(S) TO THE FOLLOWING (INCLUDE LOCATION/ADDRESS):

1.
2.
3.
4.
5.

I HEREBY AUTHORIZE RELEASE OF THIS INFORMATION.

STUDENT SIGNATURE:	DATE: / /
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FOR OFFICE USE ONLY

COMPLETION DATE:	BY:	TREx (CIRCLE ONE): YES / NO	MAILED: YES / NO
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****Minimum Standards for the AAR - 1.2 Rights of Access to the Academic Achievement Records - (b) ... An official AAR provided by the school district may be differentiated from the copy given to the student/guardian. The words Official Copy imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped Official Copy only at the time of its authorized release from the school district directly to another institution or student-approved recipient, excluding parents/guardians. This stamp or mark is never put on the original file document and must not be placed on the copy provided to the student/guardian. The principal, registrar, or his/her designee may also print or type his or her name and title and sign and date the AAR. An appropriately secure electronic signature or an embossed school seal may also be used on official copies of the AAR along with the Official Copy designation. <https://tea.texas.gov/index2.aspx?id=5974>*