

## HEREFORD I.S.D. Student Records

Hereford ISD, 601 N. 25 Mile Avenue, Hereford, Texas 79045 Phone (806) 363-7600 Fax (806) 363-7699

NOTICE: Please allow **2 – 4 working days** processing time for transcripts (faxed or mailed).

### REQUEST FOR OFFICIAL TRANSCRIPT

Complete the form below, print, sign, and submit to the Records Office.

All information is considered confidential.

Date: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Dates of attendance at Hereford ISD: First year \_\_\_\_\_ Last year \_\_\_\_\_ Did you graduate? Year \_\_\_\_\_

Name & Address of transcript recipient(s). If more space is needed you may attach another sheet.

Indicate the Number of Copies Requested: \_\_\_\_\_

NOTE: K-8 Student records are only retained for 7 years after withdrawal date.

If you would like your transcript faxed, please include the following information:

Name: \_\_\_\_\_ Fax number: \_\_\_\_\_

Parent Signature/ Student Signature (Age 18 or older): \_\_\_\_\_

*There is no charge for transcripts sent by regular mail. If you need overnight mail service please contact the Records Office at 806/363-7600.*