

# Transcript Request Form

Do you need to obtain a copy of a school transcript from a Garland ISD high school? Garland ISD maintains microfiche or digital files for high school transcripts of all GISD students. To obtain copies, please complete this form, print and return with appropriate payment.

This PDF form can be completed on your computer using Acrobat Reader.

Complete the form, then print and sign on the signature line.

If completing by hand, **Please Print Clearly**

**\*Will you need an official copy requiring a district seal?**

Yes

No

*If answer is yes, official copies must be sent directly to the requesting agency by the school district.*

How many copies do you need to have sent? \_\_\_\_\_

**Full Name** that will appear on school records:

\_\_\_\_\_

**Last Garland ISD High School Attended:**

\_\_\_\_\_

**Year of Graduation** or last year enrolled in a GISD high school: \_\_\_\_\_

**Date of Birth** (month/day/year): \_\_\_\_\_

Current Name:

\_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Do you wish to pick up the transcript in person?**

Yes\*

No,

*Please Mail Transcript to:*

Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & ZIP: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Mail the form with a check or money order in the amount of \$1.00 for each transcript copy requested, made payable to Garland ISD to the following address:

Garland Independent School District

Department of Student Services

P.O. Box 469026

Garland, TX 75046-9026

## Notes:

*Beginning with the 1993-94 school year, GISD discontinued the practice of maintaining files indefinitely. With an enrollment of over 50,000 students, this is simply no longer practical.*

*Student records for elementary and middle school are maintained for a period of seven (7) years, then are destroyed.*

*Immunization records for former students are maintained for two (2) years, then destroyed.*

*If you have other questions about transcripts, please contact Student Services at 972-494-8255.*

*The Student Services Center is located at 720 Stadium Drive in Garland, Texas.*

*(Southeast corner of Glenbrook & Stadium Drives)*