Request for Transcript

Current Student Request

- **Current students must have a signed Transcript Release Form on file from their school's counseling office.**
- **Current students will receive the first 3 official printed transcripts ordered free; additional printed official transcripts are $3.00 each.**
- **The Campus Registrar is the primary contact for transcript requests.**

PRIOR Student Request (graduated prior to May 2025)

- **Prior students must have a signed Transcript Release Form on file from the requesting entity and/or person picking up the transcript if other than the prior student.**
- **Printed official transcripts are $3.00 each, payable by cash or check. Payment may be taken to or mailed to 801 Elbert St, Quanah, TX 79252.**
- **Email taylor.reed@qisd.net with a signed release form to request a transcript. Please allow at least one business day to process your request.**
- **We will attempt to send transcripts to colleges and universities for free if sent electronically. Please include the college name and address with the request. Not all transcripts are available in electronic format nor do all colleges/universities accept electronic transcripts.**