



John H. Guyer High School
Former Student
Transcript Request Form

Guyer High School
ATTN: Registrar's Office
7501 Teasley Ln
Denton, TX 76210

Phone: 940-369-1000
Fax: 940-369-4964
www.dentonisd.org/Page/5909

PLEASE PRINT: Student ID # _____ Last Name (used at Guyer) : _____

First Name _____ Middle Initial: _____ Student Phone # _____

Date of Birth: _____ Graduation Year: _____ **OR** Last Year of Attendance: _____ Last Grade Attended: _____

- ◆ There is a \$2.00 processing fee for each requested transcript. Cash, check, or money order, only, paid by mail or in-person in the Guyer front office.
- ◆ A copy of the former student's government issued ID is required.

Please choose how you prefer your transcript to be sent:

_____ Electronically via TREx (Texas Records Exchange) where available. Based on the graduation year, it is possible to TREx *some* transcripts to Texas public schools and universities. TREx is the fastest method to send transcripts, and the only way to electronically send transcripts. **Transcripts will not be emailed.**

_____ Pick up: Name and number of person picking up: _____

Please provide address(es) below if TREx is not possible for your request(s).

_____ USPS Standard Mail; **please provide address(es) below.**

_____ # of transcripts needed at this address. Name of University/Recipient: _____

Attn: _____ Address: _____ City: _____
_____ State / Zip: _____ If possible, please send via TREx (check here). _____ # of transcripts needed at this address.

Name of University/Recipient: _____ Attn: _____ Address: _____
_____ City: _____ State / Zip: _____

If possible, please send via TREx (check here). _____

_____ # of transcripts needed at this address. Name of University/Recipient: _____

Attn: _____ Address: _____ City: _____
_____ State / Zip: _____ If possible, please send via TREx (check here). _____

_____ # of transcripts needed at this address. Name of University/Recipient: _____

Attn: _____ Address: _____ City: _____
_____ State / Zip: _____ If possible, please send via TREx (check here). _____

As a reminder, all paper copies of transcripts are official because they are sealed. Once the seal has been broken, the records become unofficial, and you will need to re-request them. TSI scores can be found in the Accuplacer Portal you will need to log in and request/print.

Former Student Signature: _____ Date: _____

STUDENT RECORDS:

ACCESS TO THE EDUCATION RECORDS OF A STUDENT WHO IS OR HAS BEEN IN ATTENDANCE AT A SCHOOL IN THE DISTRICT SHALL BE GRANTED TO THE PARENT OF THE STUDENT WHO IS A MINOR OR WHO IS A DEPENDENT FOR TAX PURPOSES.

WHENEVER A STUDENT HAS ATTAINED 18 YEARS OF AGE OR IS ATTENDING AN INSTITUTION OF POSTSECONDARY EDUCATION, THE RIGHTS ACCORDED TO, AND CONSENT REQUIRED OF, PARENTS TRANSFER FROM THE PARENTS TO THE STUDENTS.

TOTAL # REQUESTED: _____
AMOUNT PAID: _____
DATE PAID: _____
FINE CHECKED: _____
STUDENT ID VERIFIED: _____

TREX TRACKING #: _____
COMPLETED BY: _____

FOR REGISTRAR USE ONLY:

FOR OFFICE USE ONLY:

DATE SENT: _____
VIA: MAILED OR TREX OR CALLED FOR PICKUP