

THORNDALE INDEPENDENT SCHOOL DISTRICT
TRANSCRIPT REQUEST FORM CURRENT and FORMER* STUDENTS
PLEASE BE AWARE OF YOUR DEADLINES AND ALLOW 10 BUSINESS DAYS FOR PROCESSING

Please **PRINT**

Name

Name at time of school enrollment (if different)

Mailing Address

Phone Number (REQUIRED)

COMPLETE ALL AREAS BELOW TO ENSURE PROPER IDENTIFICATION
Student ID or Last Four Digits of SS#
Date of Birth
Graduation Year
Official _____ Quantity _____ Unofficial _____

All transcripts consist of the same academic information. **Official**** transcripts are stamped, embossed, signed by an appropriate TISD official, and sealed. Additionally, with only a few exceptions, an official transcript can only be sent from one institution (Thorndale ISD) to another (college). Requested transcripts must be transferred to other Texas public school districts, and charters, and institutions of higher education through the Texas Records Exchange (TREx) system (TEC §7.010). **Unofficial** transcripts are marked “unofficial” and they are not stamped, embossed, signed, or sealed. Additionally, they may be picked up by the student or the students’ parent/guardian.

I authorize TISD School Official to release my requested transcript to the following:

College or University	Location/Address
College or University	Location/Address
College or University	Location/Address
Other	Location/Address
Other	

Transcripts not sent through TREx must be mailed, please provide complete address information.

Student/Graduate Signature	Date
Parent Signature (If student is under 18)	Date

Office Use
Date Received _____
Date Released _____
_____ School Official

Please email a copy to Jenny Dickerson at jennifer.dickerson@thorndale.txed.net

***FORMER STUDENTS – Request must include a copy of your valid DRIVER’S LICENSE or STATE ID CARD.**

****OFFICIAL TRANSCRIPTS do not include SAT, ACT, or TSI scores.**