

**TRANSCRIPT REQUEST FORM**

For AUBREY HIGH SCHOOL  
(940) 668-3903 (fax) or [jgascoigne@aubreyisd.net](mailto:jgascoigne@aubreyisd.net)

**\*\*Note: Former students must provide a copy of their driver license or proper ID\*\***

\*\*Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**(Print)**

Student ID#: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Current grade level: \_\_\_\_\_ or Date Graduated: \_\_\_\_\_ or Dates attended: \_\_\_\_\_

**Please check below the appropriate area:**

\_\_\_\_ I want an Official Transcript  
(Will be in a sealed envelope)

\_\_\_\_ I want an Unofficial Transcript  
provide email address to send to: \_\_\_\_\_

\_\_\_\_ Enter how many you need

\_\_\_\_ You will to pick up at the office

\_\_\_\_ You want it **mailed (give information below)**

Name of person/business/college \_\_\_\_\_

Address to be mailed to \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of person/business/college \_\_\_\_\_

Address to be mailed to \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

**Current students** to complete: \_\_\_\_\_ Need now \_\_\_\_\_ Need for Dual Credit  
\_\_\_\_\_ Wait for current 1<sup>st</sup> Sem grades \_\_\_\_\_ Wait for current 2<sup>nd</sup> Sem grades  
\_\_\_\_\_ Wait for current 1<sup>st</sup> Sem GPA \_\_\_\_\_ Wait for current 2<sup>nd</sup> Sem GPA (June)  
Seniors only : \_\_\_\_\_ Wait for FINAL GPA/Rank (April) \_\_\_\_\_ Wait for Graduation Posting (June)

**Please note:** You must allow at least **five (5) working days** to process your request. The school will accept **no** responsibility for a missed deadline if you fail to allow for the 5 days.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Parent signature is required for ALL students enrolled at Aubrey High School. These signatures authorize AHS to release this information to an institution of higher education and or its representative)

For office use only: Date received \_\_\_\_\_ Date Processed \_\_\_\_\_ Processor's initials \_\_\_\_\_