

STUDENT RECORDS/TRANSCRIPTS

GUIDELINES

Send all requests for graduate or withdrawal transcripts to the high schools.
All the high schools have the original transcripts from the year the school was opened.
(See Contact Information for list of registrars with fax and phone numbers)

High School Diplomas are issued when student graduate. SBISD do not retain copies of High School Diplomas.

EXCEPTION: Spring Branch and Westchester High schools closed in 1986. These transcripts are at Purchasing/Central Warehouse at:

1031 Witte Road, Bldg. E
Houston, Tx 77055
Phone: 713.251.1100
Fax: 713.365.5214

Please complete the Request Form in order to process your transcript

request. **TRANSCRIPT REQUEST CONTACT INFORMATION**

Spring Branch ISD Purchasing and Records Management Office

**1031 Witte Rd. Bldg. E
Houston, TX 77055-6016**

**Records Clerk
Maria Lopez
Fax No.:**

**713.251.1100 ext. 1148
713.365.5214**

High School Registrar's Office Fax Numbers:

Memorial High School	713.365.5151
Northbrook High School	713.365.4416
Spring Woods High School	713.365.4472
Stratford High School	281.560.7588

OBTAINING A TRANSCRIPT

1. In order to receive a copy (Official or Unofficial) of your transcripts, print out the online PDF version by clicking on Request for Graduate or Withdrawal Transcript Word or PDF. Fill it out and either mail it, fax it or bring it to the respective Records Office.

Information required:

- Name under which you attended or as it appear on your transcripts.
- Your social security number.
- Your date of birth
- Name of the S.B.I.S.D school you last attended and your graduation year or year you last attended.
- You're Signature.
- Telephone number.
- There is a \$3.00 charge for each transcript (cash, check, or money order-**made out to Spring Branch ISD**).
- The address the transcript is to be mailed. Official transcripts will be mailed to your college, employer, or any other agency.
- Unofficial copy will be sent to the student.
- A photocopy of a picture ID (driver's license, etc) is required. **No exceptions.**