

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: 713.365.5223
Fax: 713.464.8916

Please complete the Request Form in order to process your transcript request.

TRANSCRIPT REQUEST CONTACT INFORMATION

Spring Branch ISD Purchasing and Records Management

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

Records Clerk

Cristina Varisco
Fax No.:

713.365.5223 ext. 2311
713.464.8916

High School Registrar's Office

Memorial High School	713.365.5110
Northbrook High School	713.365.4430
Spring Woods High School	713.365.4475
Stratford High School	281.560.7550

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 appears 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.
- Your Signature.
- Telephone number.
- There is a \$2.00 charge for each transcript (cash,check, or money order).
- The address the transcript is to be mailed. Official transcripts will be mailed to your college, employer, or any other agency. An Unofficial copy will be sent to the student.
- A photocopy of a picture ID (driver's license, etc)is required.**No exceptions.**