

HOW DO I GET A TRANSCRIPT?

*PERSONAL TRANSCRIPT

**COMPLETE TRANSCRIPT REQUEST FORM:
Download online or in Registrar's office**

Katy Independent School District Transcript Release Form					For Office Use ONLY: <input type="checkbox"/> Transcript <input type="checkbox"/> Profile <input type="checkbox"/> Student Schedule
<i>Please Print</i>					
Name: Last	First	Middle Initial	Current Grade OR	Year Graduated	
Date of Birth	Phone No.	Deadline Date	Date		
Send transcript to:					
Institution _____					
Street _____					
City/State/Zip _____					
Purpose					
<input type="checkbox"/> Personal Use					
<input type="checkbox"/> Official (For college admissions, ID verification, etc.) – Will be mailed by registrar. (Be advised that transcripts include all test results unless otherwise requested in writing.)					
Check appropriate box(es)					
<input type="checkbox"/> \$1.00 (required)					
<input type="checkbox"/> Proper-sized envelope, with appropriate postage affixed to envelope (required) with the following return address: CRHS 23440 Cinco Ranch Blvd. Katy, TX 77494					
<input type="checkbox"/> Written request to delete ALL test results – attached					
*Signature _____					

*Parent signature required if student is under age 18 and has not graduated. Student signature required if student is age 18 or has graduated.


COST IS \$1.00/PICK UP NEXT DAY

*OFFICIAL TRANSCRIPT

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BRING A BUSINESS SIZED ENVELOPED ADDRESSED TO WHERE IT IS GOING WITH PROPER POSTAGE AND COST \$1.00.

HOW TO ADDRESS AN ENVELOPE

Cinco Ranch High School 23440 Cinco Ranch Blvd. Katy, TX 77494	
UNIVERSITY ADDRESS CITY, STATE ZIP CODE	

OFFICIAL TRANSCRIPTS ARE MAILED OUT WITHIN 24 HOURS