

MCCAMEY HIGH SCHOOL
P. O. BOX 1069
1107 SOUTH BURLESON
MCCAMEY, TEXAS
OFFICE PHONE 432-652-3666 EXT 310 or 307
OFFICE FAX: 432-652-4245
EMAIL: lelliott@mcisd.esc18.net or rcarrillo@mcisd.esc18.net

HIGH SCHOOL TRANSCRIPT REQUEST FORM

By law, you must be at least 18 years old to make a request or to give permission to someone in writing to have a high school transcript mailed, faxed, or sent through email. Family members cannot request records for an adult. Please complete the form as accurately and completely as possible.

PLEASE PRINT ALL INFORMATION NEATLY

PERSONAL INFORMATION

Year of Your Graduation: _____ Date of Request: _____

If You Did Not Graduate, Year(s) Attended: From: _____ To: _____

Legal First Name (No Initials or Nicknames): _____

Legal Middle Name or Mother's Maiden Name (If used as middle name): _____

Legal Last Name: _____

Legal Last Name While Attending High School (Maiden Name): _____

Other Name Information (Jr., Sr., III, V, etc.): _____

Your Date of Birth:

Month: _____ Day: _____ Year: _____

Your Current Phone Number: _____

Your Current Email Address: _____

Your Current Mailing Address: _____

Your Current City: _____ State: _____ Zip: _____

WHAT EXACTLY WILL BE SENT AND HOW THE TRANSCRIPT WILL BE SENT

Method for Sending Transcript (Please Check One Below):

Postal Mail (*Official*): _____. Fax: _____. Email: _____. Will Pick Up Myself: _____. Will Be Picked Up By Someone Else: _____.

If the transcript will be picked up by someone else, who will pick it up? _____

If the transcript is to be picked up, a photo ID must be presented at the high school office to receive the transcript.

“Official” transcripts have a school seal stamped on them, and they are mailed in a sealed envelope via the U. S. Postal Service. Colleges and universities usually require “official” transcripts for incoming students. Please complete the transcript request early enough to allow time for it to be delivered. If an official copy of your transcript is not required, we can fax, or scan and email the transcript for faster delivery, but you must include the fax number or email address information on this form. If you need an official copy and don’t have time for it to be mailed, come by the school and complete a request form. We can make an official copy and seal it in an envelope for you. As long as you don’t open the envelope, it will be considered official.

Please be aware that non-graduate transcripts are only available if you attended McCamey High School long enough to complete at least one semester. Non-graduate transcripts are not available as “official” documents. Non-graduate transcripts may not include all of the information that a graduate transcript includes.

Most high school transcripts include all high school courses, grades, credits, school year(s) courses were taken, four-year grade point average, class rank, number in class, graduation plan, graduation date, state assessment score reports, PSAT, ACT and/or SAT scores, and vaccination records.

Colleges and universities prefer that ACT and/or SAT scores be sent directly from the test companies. Go to www.actstudent.org to send ACT scores and/or www.sat.org to send SAT scores. Please be aware that college entrance test scores may only be valid for up to five years from the date you tested. You may be required to take another entrance test at the college.

If you took dual credit college classes through Odessa College or the University of Texas of the Permian Basin while in high school, your college courses and grades will be included on the high school transcript, *but* you must also contact the OC or UTPB Registrar’s or Records’ Office to complete a request for your college transcripts to be sent to your new college or university. Please check on the college web sites for more information on requesting college transcripts.

If you are *currently enrolled* at McCamey High School, your transcript can be sent to Texas colleges and universities viva the T-Rex online records transfer system. Your college or university admissions office must submit an online request to the high school for your transcript through the T-Rex system. You may need to complete a request form at your college or university admissions office to use this service. T-Rex records are considered “official”.

WHERE TO SEND THE TRANSCRIPT

Send to (Complete Name of Trade School, College, University, Name of Company, or to Self):

Attention (Individual Person, Department, Office of Admissions, etc.):

Mailing Address: _____

City: _____ State: _____ Zip: _____

Institution/Department Phone Number: _____ Fax Number: _____

Individual/College/Department/Business Email Address: _____

TRANSCRIPT REQUESTOR’S AFFIRMATION AND SIGNATURE

Please print the affirmation statement on the line below. Also, please don’t forget to print and sign your name.

“I affirm that I am the person requesting this high school transcript.”

Requestor’s Printed Name: _____ Requestor’s Signature: _____

