

TRANSCRIPT ORDER FORM FOR CURRENT STUDENTS

Please allow at least 1 week for processing. During busy times (beginning of the year, after posting of grades and graduation), processing transcripts can take up to 2 weeks.

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential and may be released only with the student's written authorization, signature and proof of identification.

TRANSCRIPTS MAY BE ORDERED IN PERSON OR BY MAIL

(Transcripts will not be processed until a written request with a signature is received.)

IF ORDERING BY MAIL, PLEASE SEND THIS TRANSCRIPT ORDER FORM ALONG WITH A COPY OF YOUR PHOTO ID TO:

Magnolia High School
Attn: Registrar
PO Box 428
Magnolia, TX 77353-0428

IF ORDERING IN PERSON, PLEASE BRING THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE IN ROOM 1501.

Student ID # _____ Date of Birth _____ Graduation Year _____

Student Name _____ Cell Phone # _____

(PLEASE PRINT)

Email address _____

UPLOAD TO: _____ SendEDU _____ COMMON APP _____ COALITION _____ NCAA _____ NAIA

_____ SEND TO (Official) _____ PICK UP (Official) _____ PICK UP (Unofficial)

Name of School/College _____

Attention _____

Address _____

City _____ State _____ Zip _____

Other Instructions _____

STUDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

Date Sent _____ Method of Delivery _____
