

**TRANSCRIPT REQUEST FOR COLLEGE ADMISSION OR NCAA**

Request Date: \_\_\_\_\_ Postmark Deadline Date  
as shown on your application  
(leave blank if not specified): \_\_\_\_\_

Student ID: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

Use this form for all transcript requests for college, university, NCAA or military recruiter applications before you graduate. Any applicable fees must be paid before your transcript can be sent.

**Handling Instructions (please check below all that apply):**

\_\_\_\_\_ Hold for additional documentation/packet from: \_\_\_\_\_

\_\_\_\_\_ Send electronically:

\_\_\_\_\_ SendEDU (you must provide your student PIN): \_\_\_\_\_

\_\_\_\_\_ TReX (Texas Records Exchange)

\_\_\_\_\_ Mail transcript to address as shown below:

\_\_\_\_\_  
Name of College/University

\_\_\_\_\_  
Attention (if applicable-may be person's name or department-check instructions)

\_\_\_\_\_  
Street Address or PO Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature\*

.....  
\*(Must be signed by parent or guardian if student is not 18 years old.)

.....  
Please do not write below this line.

**Processing information to be entered by registrar office personnel:**

Processed by: \_\_\_\_\_

Date mailed: \_\_\_\_\_

\_\_\_\_\_ School Mail

Date Processed: \_\_\_\_\_

Date TReX: \_\_\_\_\_

\_\_\_\_\_ Post office (postage supplied by student)

Paid: \_\_\_\_\_

Cloud Notes: \_\_\_\_\_