

**AUSTIN HIGH SCHOOL**  
**Office of the Registrar**  
**TRANSCRIPT ORDER FORM**  
**FORMER AUSTIN STUDENTS**

Please allow 3-5 school days for processing

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

**Official** transcripts can be ordered with a \$1.00 processing fee. Official transcripts *cannot* be released directly to the student and/or student's family. **They must be mailed directly to the college, university, scholarship committee or other institution.**

**Unofficial** transcripts can be ordered with a \$1.00 processing fee. Unofficial transcripts may be released directly to the student and may be copied.

- To order in person: Come to the Registrar's office at Stephen F Austin H. S., 3434 Pheasant Creek Dr. Sugar Land, Texas. You must present a photo ID when you order.
- To order by mail: Send your completed request form to Stephen F Austin H. S., 3434 Pheasant Creek Dr. Sugar Land, Texas 77498. Remember to include the \$1.00 fee, per transcript, and a copy of your photo ID. Included a self addressed stamped envelope with your order.

**Please complete the information requested below:**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Date of Graduation or last enrollment \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_\_\_ Official (Must be mailed to college/university/other)

\_\_\_\_ Unofficial (Can be mailed to your home address)

Be sure to provide a mailing address and a phone number where we can contact you, if needed and don't forget to include a copy of your photo ID.

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fee Paid \_\_\_\_\_ Date mailed \_\_\_\_\_ Date picked up \_\_\_\_\_