Boerne High School

Attn. Registrar’s Office

#1 Greyhound Lane

Boerne, Texas 78006

Phone: (830) 357-2207 Fax: (830) 357-2208

**TRANSCRIPT REQUEST FORM**

**Student Name**: **ID#**: ­­ **Grade**:

Your first three (3) transcripts are provided free of charge with a 3-day processing period.

Any additional transcripts will cost $2.00 per copy. Any ***RUSH*** order request is subject to a $5.00 processing fee.

**Please send my transcript to the following TEXAS college/university(s) via TREX (electronically):**

Name of College/University:

Name of College/University:

Name of College/University:

Name of College/University:

Name of College/University:

**Please send my transcript to the following private and/or out-of-state college/university:**

Attach a business-sized, #10, envelope with the address **TYPED** to the college/university(s) listed below. No return address or stamp needed.

Name of College/University/Scholarship:

 Mail Student Pick-Up Return to Counselor

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***Standardized test scores (including, but not limited to, AP, ACT, SAT, and/or PSAT) will not be included with your transcript. It is the responsibility of the student/parent to submit those scores to the college or university.***

By my signature below, I hereby consent to the release of my transcript(s).

**Student/Guardian Signature Date**

Revised 1/17/2018 Office Use Only: Paid: Rec’d: Processed: