

REGISTRAR

Transcripts for Current Students:

Copies of transcripts must be requested 48 hours prior to the date needed. Transcript Request Forms are located in the front office and must be completed and turned in to the Registrar, as well as a \$2.00 fee (exact change required) for each transcript request (first three copies are free).

Senior Transcript Information:

Seniors will receive a Final Transcript Request Form at graduation practice.

Transcripts will be processed the week of June 14 after report cards have been mailed June 10. Transcripts will be mailed the week of June 21 and may be picked up in the front office if requested.

Transcripts for Former Students:

Copies of transcripts must be requested 48 hours prior to the date needed. If a former student is unable to come in to the Registrar's office, the student may fax the following information to 936-597-6415:

- Copy of the former students driver's license
- Year the student graduated.
 - If the student did not graduate, the year of withdrawal.
- Students maiden name (if applicable)
- Address of where the transcript will be mailed
- Contact number
- Signature

Verification of Enrollment Forms – There is a sign up sheet located in the front office. The VOE form may be picked up any time after 10 a.m. the first working day following the request.

In the State of Texas, the school must certify that a student (under age 18) is enrolled in a public, private school and has attended school for at least 90% of the days in the fall or spring semester preceding the date of application. Students must meet the attendance requirements for each class in which they are enrolled.