



## Student Transcript Request Form

Use this form to request transcript(s). Please complete all information.

(PRINT CLEARLY)

Number of copies: \_\_\_\_\_

Name: \_\_\_\_\_  
Last (Maiden) First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student ID #: \_\_\_\_\_

Social Security#: \_\_\_\_-\_\_\_\_-\_\_\_\_

Date of Graduation: \_\_\_\_\_

If not a graduate, last date of attendance: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**All information on this form must be accurate in order to complete the request process.**

### Please check box to indicate type of request:

**Ordering in person (956) 473-5600**

Transcript(s) may be requested at the Registrar's office in person or by phone.  
Please enter through the main entrance of the school to request and / or pick up transcript(s).  
Please note there is a 24-hour processing period.  
Photo ID required

**Ordering by mail**

Include this form with the following information:  
Copy of photo identification

**Ordering by e-mail [ggonzalez10@unitedisd.org](mailto:ggonzalez10@unitedisd.org)**

Attach this form with a scanned copy of photo ID  
Please check one:  
\_\_\_\_ will pick up  
\_\_\_\_ please mail

**Ordering by fax (956) 473-1982**

Include this form with the following information:  
Copy of photo identification

**Please check one:**  
\_\_\_\_ will pick up  
\_\_\_\_ please mail

**If you are requesting transcript(s) to be mailed, please send a stamped self addressed envelope(s) to the address below.**

Submit request to: **Griselda Gonzalez, Registrar  
2811 United Ave  
Laredo, Texas 78045  
Laredo, Texas 78045**