

Katy Independent School District  
**JAMES E. TAYLOR HIGH SCHOOL**  
**TRANSCRIPT REQUEST FORM**

Amount Attached \$ \_\_\_\_\_

**One request per form – 2 weeks for Transcripts / 2 weeks for recommendations**

**Please Print**

LEGAL Name: Last	First	Middle Initial	Date of Birth	Student ID	Current Grade <b>OR</b> Year Graduated
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- Personal Use **\$2.00 per Transcript** - Please make your own copies to use throughout the semester for various scholarships/applications etc.
- Official Use **\$Free Electronic submission of Transcript – For Texas Universities only**  
*TREX (electronic system) Or for submission through Naviance*  
**\$2.00 Private /Out of State / extra documents / Scholarship packets-** extra charges may apply.
- Picking Up\* **\$2.00 Official for Community Colleges or Military Use**
- Counselor Recommendation .....Attach documents to be completed or included ~ **cannot send via TREx Can be sent through Naviance**
- Mid-term transcript request
- Check box if there is a deadline and note the deadline date:** \_\_\_\_\_

**Send transcript to:** Institution \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

*Signature	Date
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\*Contact Information to let you know your request has been fulfilled: \_\_\_\_\_