

REQUEST for an OFFICIAL TRANSCRIPT

To request an official transcript, print the form below, fill out the information and submit to:

WEHS, Attn: Registrar Office
3000 Wylie East Drive, Wylie, Texas 75098, Fax 972-442-2874

Please allow up to 3 days for transcripts to be printed or mailed. District policy states no transcripts will be emailed/faxed.

Last Name - Print	First Name - Print	Middle Initial	Date of Birth
Phone # & email you can be reached at:			
Are you a current student at WEHS?	Yes No	Current Grade Level?	
Did you graduate from WEHS?	Yes No		
What year did you graduate?			
Your last name if different than above.			

Your Signature Above	Student ID# Above	Today's Date
Reason for transcript request:		

ONLY REQUEST TRANSCRIPTS AFTER YOU HAVE APPLIED TO THE COLLEGE

MAIL TRANSCRIPTS TO	
Name: _____ <small>(University, Business, etc.)</small> Attn: _____ Address: _____ City, State & Zip _____	Name: _____ <small>(University, Business, etc.)</small> Attn: _____ Address: _____ City, State & Zip _____
Name: _____ <small>(University, Business, etc.)</small> Attn: _____ Address: _____ City, State & Zip _____	Name: _____ <small>(University, Business, etc.)</small> Attn: _____ Address: _____ City, State & Zip _____

REQUEST TO PICK UP TRANSCRIPTS
Number of Transcripts Requested: _____
Transcripts will be picked by self - Check Here _____
Transcripts to be picked up by another person - Name of person picking up _____

For Office Use Only

Date Processed: _____ By: _____