

# Springlake-Earth ISD Transcript Request

Fill out form and please mail form or fax back to:

Springlake-Earth ISD  
High School Office  
Attn: Transcript Request  
P.O. Box 130  
Earth, TX 79031  
Fax: (806) 257-3927

## Transcript Request for:

\*My name while I attended Springlake-Earth ISD was: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ Years in attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

\*Contact Phone: \_\_\_\_\_

Would you like an email notification when the request has been sent?

Email address: \_\_\_\_\_

*\* Denotes required information.*

Please MAIL transcript to name and address listed below:

Please FAX transcript to name and number listed below:

*Please note: An official transcript cannot be sent directly to a student or former student, nor can a FAX be considered official. Remember, many colleges take several weeks to process transcripts into their databases. If you are enrolling in college, please make your request for a transcript early.*

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## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_