

Quest High School Transcript Request

Use this form for when requesting transcripts for college applications or scholarships. ***Please allow THREE to FIVE business days*** for processing from the time the request is received in the registrar's office. Type or print neatly to ensure timely processing of this request.

Last Name:	First Name:	MI:	Date:
Email:	Student ID:	Grade:	

Please complete the following:

Send transcript to:

<input type="checkbox"/> Mail Official Transcript (Out of State/Private Colleges) Make sure you give Admissions office mailing address →	College/Scholarship name:
<input type="checkbox"/> Electronically Submit Official Transcript (In State Colleges)	Street
<input type="checkbox"/> Official Transcript To Be Picked Up	City/State/Zip
<input type="checkbox"/> Unofficial Transcript	
Student Signature: (Required to Process Request)	x
For Office Use Only	
Date Submitted #1:	Date Submitted #2: Initials:
Notes:	

Quest Early College High School Registrar – Transcripts
1700 Wilson Rd., Suite 3200 Humble, Tx 77338
P: 281-641-7326 F: 281-641-7318

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