

# HUMBLE ISD RECORDS REQUEST FORM

**INSTRUCTIONS:** Complete this form and then mail, fax or email it, along with a CLEAR copy of a valid driver's license or other picture ID to:

**Humble ISD**  
Eggers ISC Bldg.-Records Dept.  
4810 Magnolia Cove Dr.  
Kingwood, TX 77345

Fax to: **281-641-1074**

**Email: [derinda.williams@humbleisd.net](mailto:derinda.williams@humbleisd.net)**  
**Phone: 281-641-8445**

Fees of \$2.00 per transcript and/or record must be paid on-line or at time of pickup at the above address.

**NO RECORDS WILL BE FAXED OR EMAILED**

## STUDENT INFORMATION:

Date Requested: \_\_\_\_\_

Name used while in school (e.g. maiden name if female student):

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

DOB: (M/D/Y) \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Did you graduate from Humble ISD? **Y** **N** Year Graduated: \_\_\_\_\_ Last School: \_\_\_\_\_

Date last attended Humble ISD: \_\_\_\_\_

Daytime phone number where you can be reached: \_\_\_\_\_ in case we have questions.

**WHAT DO YOU NEED:**  Transcript(Official)  SAT/ACT  Health Record  
 Special Services (see below\*)  Other \_\_\_\_\_  
*Please indicate*

Number of Copies \_\_\_\_\_

\*If request is for Special Services records, please indicate what type of records you need. \_\_\_\_\_

\* Special Service records charge is \$.10 per page plus postage; we will phone & inform you of total charges.

## HOW DO YOU WANT TO RECEIVE IT:

**Pickup:**  Hold for pickup by me  Hold for pickup by \_\_\_\_\_  
*Person picking up records MUST have a valid picture ID*

**Mail to:**  School  Home  TREX

Name/School Name: \_\_\_\_\_ Attn: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Transcripts/records will be mailed or made available for pickup after 12 PM on following business day after request is received at Eggers ISC Bldg., 4810 Magnolia Cove Dr., Kingwood, TX 77345**

**SIGNATURE:** \_\_\_\_\_ Today's Date \_\_\_\_\_  
(current name used)

**For office use only: Do not write below this line.**

Processed by: \_\_\_\_\_ Date mailed or picked up: \_\_\_\_\_ ID Checked:

Amount due: \$ \_\_\_\_\_ Paid by:  Credit Card  Cash/Check  Receipt?

Notes: \_\_\_\_\_