

TRANSCRIPT ORDER FORM

Please allow at least one week for processing

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the **student's written authorization and signature and a copy of the student's identification.**

Transcripts may be ordered in person or online.

Official transcripts can be ordered for **\$5.00**. Official transcripts *cannot* be released directly to the student and/or student family.

Unofficial transcripts can be ordered for **\$5.00** and may be released directly to the student.

To order online:

Fax or mail: **your signature and a copy of your photo ID.**
(Transcripts will not be processed until signature and photo ID are received.)

Mail: **Caney Creek High School**
ATTN: TRANSCRIPTS
13470 FM 1485
Conroe, TX 77306

FAX: **936-709-2099**

To pay online, click on the appropriate link:

[OFFICIAL TRANSCRIPT](#) [UNOFFICIAL TRANSCRIPT](#)

To order in person:

You must present a photo ID when you order. The fee is payable by cash or check.
You must provide a complete address below.

Please complete the information requested below:

Student Name: _____ Date of Birth: _____

Current Name if different from above: _____

Date of Graduation/Recent Enrollment _____ Phone No. _____

___ Official (include school/college/business address) ___ Unofficial (home address)

Mail to: _____

Attn: _____

Student Signature: _____ **Date:** _____