

Cypress-Fairbanks Independent School District

Kathy Newman - Records Center 281-807-8140

TRANSCRIPT REQUEST

To make requests with credit/debit card, please go to our website:
www.cfisd.net, choose "Quick Links," then "Student Records/Transcripts."

School records may not be released to a parent/guardian of students 18 years or older without the student's written consent as mandated by the *Family Educational Rights and Privacy Act (FERPA)*. Student's Identification, such as a drivers license or passport must be provided.

NAME _____
(Last) (First) (Middle)

MAIDEN NAME (if any) _____

SOCIAL SECURITY # _____ DATE OF BIRTH _____

NAME OF HIGH SCHOOL _____

YEAR GRADUATED _____ OR LAST YEAR ATTENDED _____

STUDENT'S PHONE # (____) _____

I acknowledge that the above information is correct and I hereby authorize
Cypress-Fairbanks ISD Records Center to release the academic records to myself
OR release/mail to the following named person or institution:

SIGNATURE _____ DATE _____

- UNOFFICIAL (Mailed or given directly to student or representative listed above)
 OFFICIAL (Mailed directly to university, employer, or other agency listed above)

**Please include the \$6.00 fee for 1 transcript. Additional copies are \$2.00 each.
Cash or check/moneyorder made payable to "Cy-Fair ISD."**

Mail or bring to 11330 Falcon Road Houston, Texas 77064



- If Mailing, HAVE YOU...***
✓ Enclosed a copy of your Photo ID?
✓ Signed the request form
✓ Enclosed the \$6.00 fee?

For Records Dept. Use Only:

ID _____

Pymt _____

Released to _____