

# **SUMMER RECORDS OFFICE 2022**

## **HIGH SCHOOL RECORDS REQUESTS (June 20 – August 19)**

### ***FOR CURRENT STUDENTS/RECENT GRADUATES***

**IN-PERSON RECORDS REQUESTS ARE NOT ACCEPTED.**

**Please use the instructions below:**

### **ON-LINE TRANSCRIPT REQUESTS**

**<https://cypressfairbanks12.scriborder.com>**

Most requests are processed within 3 business days.

(Expect delays for orders placed July 1-10 due to database summer maintenance)

- ***OFFICIAL transcripts are:***
  - sent directly to institutions, scholarship offices, agencies, etc.***
  - usually sent electronically.***

(Although the order system requires a “delivery address,” most official transcripts are sent electronically through records exchange systems or by email.)

- ***UNOFFICIAL transcripts are:***
  - mailed to the personal address you provide.***
  - unavailable by email.***

(We are not permitted to send transcripts to personal email addresses.)

***Summer requests for***  
***immunization and other non-transcript records***  
***may be sent to [recordsdept@cfisd.net](mailto:recordsdept@cfisd.net) .***  
***Please include Student ID# and attach picture of***  
***student's or parent's identification.***

**Summer Records Office Information**

**281-517-2180**

**[recordsdept@cfisd.net](mailto:recordsdept@cfisd.net)**