



Pilot Point High School

Pilot Point Independent School District

1300 N. Washington St.

Pilot Point, Texas 76258

Phone: 940-686-2189

Fax: 940-686-5054

Request for OFFICIAL TRANSCRIPT

Please PRINT all information in ink:

STUDENT NAME: _____ STUDENT ID# _____

LAST FOUR DIGITS OF SS#: _____ DATE OF BIRTH: _____

NUMBER OF COPIES: _____ DEADLINE: _____

CONTACT PHONE #: _____ YEAR GRADUATED _____

_____ I authorize Pilot Point High School to release my test scores (SAT, ACT, AP, PSAT, TAAS, etc.) along with my transcript. (If not checked, only course grades will be released.)

Student Signature (required) _____ Date _____

Parent Signature (required if student is under age 18) _____ Date _____

Please check one:

_____ Mail transcript to the following school(s):
(please list school names)

_____ *Special Instructions (if applicable)*

_____ Hold for fall grades

_____ Hold for spring grades

_____ Hold for graduation posting

_____ Pick up transcript

Please Note: If you have a deadline date for a college application or scholarship application, you **must allow at least five (5) working days** in order to guarantee that you will get your transcript by the time you need it. The school will accept no responsibility for missed deadlines if you fail to allow for the five days. Failure to plan on your part does not constitute an emergency on our part! Thank you.

(For office use only)

DATE PROCESSED _____ PROCESSOR'S INITIALS _____