



## Pilot Point High School

Pilot Point Independent School District

1300 N. Washington St.

Pilot Point, Texas 76258

Phone: 940-686-8740

Fax: 940-686-8745

### 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, TAKS, 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 \_\_\_\_\_