

Klein Oak Transcript Request Form

Transcripts are \$2.00 each.

Payment must accompany the request form.

- Print this form to give to the Registrar's Office. A separate transcript request form is required for each transcript to be sent.
- The transcript request may be mailed or presented in person at the KOHS Registrars' Office.
- Allow two school days for transcripts to be processed and mailed once the form has been received by the Registrar's Office.
- **Final transcripts for the current year graduating class are mailed approximately the second week of June.** Transcript requests received AFTER JUNE 15TH will not be processed until the Registrar's Office reopens in August.
- An OFFICIAL TRANSCRIPT with the school seal must be mailed directly to a college or university. *Official transcripts can not be given to a student or parent.*
- An UNOFFICIAL transcript is any transcript that is hand-carried. It does not have the school seal.
- If you attach your completed college application to this form when you turn it in to the Registrar's Office, it will be mailed with your transcript.

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Klein Oak HS mailing address: Registrar's Office  
Klein Oak High School  
22603 Northcrest Dr  
Spring, TX 77389  
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STUDENT INFORMATION: Please print. Use full name as on school records.

Student Name _____ Date of Birth _____

Student ID# _____ Graduation Year _____

Student or Parent Signature _____ Today's Date _____
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## TRANSCRIPT INFORMATION: Please print. Include all requested information.

Indicate type of transcript you are requesting:

\_\_\_\_ Official to be mailed

### Mailing information for OFFICIAL transcripts only:

Name of College or University \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Unofficial to be mailed      \_\_\_\_ Unofficial to be picked up

### Mailing information for UNOFFICIAL transcripts only:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For office use only. Do not write in this area.**

\$2.00 Attached \_\_\_\_\_ Application Attached \_\_\_\_\_ Date mailed \_\_\_\_\_