

Transcript Request Form for 1997 and before

Do you need to obtain a copy of a school transcript from a Garland ISD high school? Garland ISD maintains microfiche or digital files for high school transcripts of all GISD students. To obtain copies, please complete this form, print and return with appropriate payment.

This PDF form can be completed on your computer using Acrobat Reader.
Complete the form, then print and sign on the signature line.

If completing by hand, **Please Print Clearly** DATE _____

***Will you need an official copy requiring a district seal?**

- Yes
 No

If answer is yes, official copies must be sent directly to the requesting agency by the school district.

How many copies do you need to have sent? _____

Last Name, First Name while Enrolled _____ ID# (optional) _____

Last Garland ISD High School Attended: _____

Year of Graduation or last year enrolled in a GISD high school: _____

Date of Birth (month/day/year): _____

Current Name: _____

Daytime Phone #: _____

Email Address: _____

Please Mail Transcript to:

Recipient: _____

Address: _____

City: _____

State & ZIP: _____

Signature: _____

Mail the form with a check or money order in the amount of \$1.00 for each transcript copy requested, made payable to Garland ISD to the following address:

Garland Independent School District
Department of Student Services
Transcripts
P.O. Box 469026
Garland, TX 75046-9026

Notes:

Beginning with the 1993-94 school year, GISD discontinued the practice of maintaining files indefinitely. With an enrollment of over 50,000 students, this is simply no longer practical.

Student records for elementary and middle school are maintained for a period of five (5) years, then are destroyed.

Immunization records for former students are maintained for two (2) years, then destroyed.

If you have other questions about transcripts, please contact Student Services at 972-494-8255.

The Student Services Center is located at 720 Stadium Drive in Garland, Texas.

(Southeast corner of Glenbrook & Stadium Drives)