



**Please follow the instructions below to request a transcript.**

- 1. Complete the fillable form with all the correct information.**
- 2. Save the form to your computer as a PDF document.**
- 3. Attach the form to an email and send it to [jponce@mckinneyisd.net](mailto:jponce@mckinneyisd.net)**
- 4. Once the form is received, you will receive a confirmation.**
- 5. If you do not receive a confirmation, the form has not been received.**
- 6. Please call us if you have any questions at (469) 302-7830  
from 8:00 am to 3:00 pm.**



# SERENITY High

## Transcript Request Form

Please be advised that your official transcript will be ready for pick up from Serenity High. We do not email transcripts to students or parents. Your request may take up to 3-5 business days to be completed. If you have any additional questions or concerns, feel free to reach out to us at (469) 302-7830.

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

DOB: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

ID Number (If available) \_\_\_\_\_ Number of Copies Needed: \_\_\_\_\_

Check if this transcript needs to be sent to a specific college or university

School/College/University: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Parent or Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Date Sent \_\_\_\_\_

Received by \_\_\_\_\_