

# SUMMER 2017

## HIGH SCHOOL TRANSCRIPT REQUESTS FOR CURRENT STUDENTS/RECENT GRADUATES

Transcripts are available at your home campus *through June 15<sup>th</sup>*.  
ALL CAMPUSES AND OFFICES CLOSED ON FRIDAYS DURING THE SUMMER.

### MID-SUMMER REQUESTS (June 19 – July 18)

#### Two Options :

##### ON-LINE SYSTEM

Website: [www.cfisd.net](http://www.cfisd.net),  
Click "Parents & Students" and  
under "Academics", choose  
"Student Records and Transcripts"  
Complete on-line form, pay with a  
credit/debit card. **COST \$5.00**  
Official transcripts can be sent to a  
college, employer, scholarship  
committee, etc.  
OR unofficial transcripts mailed to  
your home.

We will process your request within 3  
business days.

(Delay for orders placed June 29 – July 9  
due to database summer maintenance)

##### IN PERSON

Visit the Falcon Records Center  
Monday-Thursday  
June 19<sup>th</sup> - 29<sup>th</sup>  
& July 10<sup>th</sup> – 18<sup>th</sup>  
(Closed June 30<sup>th</sup> – July 9<sup>th</sup> for  
summer database maintenance)

**Hours: 7:30am-4:00pm**  
Location: 11330 Falcon Road  
Houston, TX 77064  
(across from Pridgeon Stadium)  
PH: 281-517-2180

**COST: \$2.00 cash or check only**  
No charge for TRex'd transcripts  
(No transcript requests processed in  
person June 30<sup>th</sup> – July 9<sup>th</sup> due to student  
database maintenance)

**OFFICIAL transcripts are never given directly to students/parents.**

**They must be sent directly to institution.**

**Parents must have signed permission from students 18 and older, as  
well as a copy of the student's drivers license, to make requests.**

Transcripts requests may be made at your home campus  
when registrars return, beginning July 19<sup>th</sup> Mon-Thurs.