

# Elgin High School

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## TRANSCRIPT REQUEST

**Instructions:** Students may request an official transcript at any time by completing the form below and sending it to Elgin High School through mail or fax.

**Mail to:** Elgin High School  
Attn: Transcript Request  
14000 County Line Road  
Elgin, Texas 78621

**Fax to:** Attn: Transcript Request  
Fax # (512) 281-9804

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**Your high school info** (please print clearly):

\_\_\_\_\_  
Name while attending Elgin High School (First, Middle, Last)

\_\_\_\_\_  
Graduation Date

\_\_\_\_\_  
Date of Birth

**Address to which transcript will be mailed** (please print clearly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your contact info:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Phone Number

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**Office Use Only**

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

\_\_\_\_\_  
By