

Phoenix High School

TRANSCRIPT REQUEST

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

Mail to: Phoenix High School
Attn: Transcript Request
902 West 2nd Street
Elgin, Texas 78621

Fax to: Attn: Transcript Request
Fax # (512) 281-9862

Your high school info (please print clearly):

Name while attending Phoenix 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

Office Use Only

Date Sent

By