

Cardwell Transcript Request Form



1. Picture identification and signature are required for all requests.
2. Official transcripts must be sent directly from IISD to the college, university and/or employer.
Sealed, official transcripts may be given to a student or authorized individual for needs other than college applications.
3. Cash/check/money order (made payable to Cardwell HS), completed form and copy of photo ID may be mail or dropped of at:
Cardwell Preparatory Center
Attn: Registrar
101 E. Union Bower Irving, TX 75061
4. If payment and photo ID are not provided, transcripts will not be released.

Student Information

I verify that I am: Eligible Student (18 years or older) Parent/Guardian (for students 17 years or younger)
 Other _____ Contact Phone Number: _____

Student's Name While Attending School: _____

School Attended: _____

Place of Birth: _____ Date of Birth (mm/dd/yyyy): _____ Student ID #: _____

Year of Graduation: _____ OR Last Year of Attendance: _____ and Grade Level: _____

Information Requested

- Official High School Transcript - Quantity: _____ x \$2 each
 Elementary/Middle School Record - Quantity: _____ x \$2 each
 Unofficial HS Transcript (student copy) - Quantity: _____ x \$1 each

Do you wish to pick up in person?

- Yes
 No - please mail to following address

College/University/Business: _____

Address: _____

City, State, Zip: _____

- (Optional) I authorize _____ to pick up the academic records I have requested.

Verification

Print name: Eligible Student/Guardian Signature Date

Print name: Alternate Recipient Signature Date

- Verified ID DL# _____ By: _____ Date Received: _____
 Cash Check Amount Paid: _____ Date Paid: _____ Date Mailed/Picked Up: _____