IRVING
Independent School District

Singley Academy 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 Singley Academy, completed form and copy of photo ID may be mailed to or droppped off at:
   Singley Academy
   Attn: Registrar
   4601 N. MacArthur Blvd. Irving,
   TX 75038
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: _____