

Gregory-Portland High School

Request for Official Transcript

Number of transcripts _____

Last Name at graduation

First Name

Date of Birth

Year of Graduation

Name and Address: College, University, Scholarship, Personal, or Agency requesting records

Signature

Date

Contact Phone # if Questions arise

Please mail request and fee to: Gregory-Portland High School, Attn: Stephanie Powers, 4601 Wildcat Drive, Portland, TX 78374.

- Transcripts will not be mailed until fee is received.
- Transcripts are \$1.00 each for current students.
- Starting with Final transcripts the fee is \$2.00 each.
- Allow 2-3 business days for processing.
- Photo ID required upon release. If requesting by mail, include copy of photo ID.