

# Official Transcript Information

## Transcript Basics

An official transcript is a way for educational institutions to keep a certified statement of your own academic achievement. The Academic Achievement Record, which bears the McGregor High School seal and signature of the counselor, lists your grade for the courses you have completed and what semester they occurred. The document also contains any other status or degree that was attained during your high school career. Transcripts may be received by fax, mail, or in person. Many organizations that pertain to your career and further education typically request authorization of such a transcript. For your protection, we do not allow release of an official transcript until it bears your signature. For minors under the age of 18, the signature of a legal parent or guardian must also request release.

## How to Order

**By Fax:** (254)-840-2489

**By Mail:** McGregor High School  
Counselors Office  
P.O. Box 356  
McGregor, TX 76657

**In Person:** If you wish to do so, you may receive an official transcript in person. Orders can be made at high school office, which is located in McGregor High School. The office is open weekdays from 8:00 a.m. to 3:30 p.m. and requires all persons requesting transcripts to have a valid picture ID.

## Processing Transcripts

The fax machine receiving your request is set up in a limited access area of the transcript department and is connected to a reliable telephone line. We suggest that for the sake of convenience, you take the time to complete our Official Transcript Request Form to ensure all relevant information is provided. You may fill in the form online and print the completed document for the required signature. Transcripts will be processed on a first come, first serve, basis and require at least five business days to be evaluated after the request is received. Delays occasionally occur due to mandatory policies and procedures of some educational institutions. *You will not receive notification of either the receipt or the completion of your request. Official transcripts will not be faxed.*

## What You Need

In order to provide you with your official transcript as quickly as possible, it will be necessary to provide some basic information as you make your request. You will need to list the following information:

1. Full name and any aliases
2. Original signature
3. Social Security number
4. Date of last attendance
5. List each type of transcript(s) requested: (undergraduate, graduate)
6. Number of copies
7. Name and preferred mailing address
8. Your daytime telephone number

### Events which Prevent Issuance of Transcript

- Holds placed by Administration, Library, or Cafeteria.
- Lack of appropriate signatures on document.
- Insufficient, inaccurate, or illegible identification information.

### End of Semester Grades and Diploma Conferral

Typically, semester grades are available from the school counselor two weeks after the completion of the semester. Diploma conferral statements are recorded to the student's academic record as follows:

- Fall graduates – 3 weeks after course completion and successful TAKS scores
- Spring graduates – 3 weeks after graduation

Requests for transcripts will be held until all end of semester processes have been completed.

### Advising Transcripts

Advising transcripts are intended for academic advising, on-campus use. Currently enrolled students may obtain a copy of their advising transcript, without charge, from the school counselor. Advising transcripts contain the same information as an official transcript; however, the advising transcript not certified as a complete and accurate record. The advising transcript is presented directly to the student and may be duplicated. No advising transcripts will be mailed to any third party regardless of permission from the student or parent.

OFFICE USE ONLY

Date Transcript Mailed: \_\_\_\_\_

**McGregor High School**  
**Transcript Request Form**

Please fill out the fields below. We ask that you print neatly for the sake of legibility. Transcript requests that are illegible, incomplete, or lacking a legitimate signature will not be processed. The transcript will contain a record of all courses completed and the grades received in those courses, along with class ranking. If your name has changed, please provide your maiden name or name as it was in high school.

**PLEASE ALLOW 5 BUSINESS DAYS TO PROCESS.**

Date: \_\_\_\_\_ Last 4 of Social Security Number: \_\_\_\_\_

**OFFICIAL Student Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Year of Graduation:** \_\_\_\_\_ **Contact Phone Number :** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

If you are not a current student or did not graduate from McGregor High School, please provide the last date of your attendance: \_\_\_\_\_

Please provide the name of the institution **WITH CORRECT ADDRESS** to send a transcript.

**Please use a separate form for each request.**

\_\_\_\_\_ Self Pick-up      \_\_\_\_\_ Mail to Student      \_\_\_\_\_ Send Electronically

NAME OF INSTITUTION/INDIVIDUAL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

If sent electronically, email address transcript needs to be sent to: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**\*\*\*ANY STUDENT UNDER THE AGE OF 18 MUST ALSO HAVE A PARENT SIGNATURE FOR  
RELEASE OF EDUCATIONAL RECORDS\*\*\***