

SUMMER RECORDS OFFICE 2019
HIGH SCHOOL TRANSCRIPT REQUESTS
FOR CURRENT STUDENTS/RECENT GRADUATES

Please make requests at your home campus Mon-Thur through June 18.
ALL CAMPUSES AND OFFICES CLOSED ON FRIDAYS DURING THE SUMMER.

MID-SUMMER REQUESTS (June 19 – July 18)

Two Options :

ON-LINE SYSTEM

Website: www.cfishd.net,

Click "Parents & Students" and
under "Academics", choose

"Student Records and Transcripts"

COST \$5.00 by debit/credit card.

*A transcript is considered "Official" only if it
is sent directly to a college, employer,
scholarship committee, etc.*

*Transcripts picked up or sent to your home
are unofficial.*

We will process your request within 3
business days.

(Delay for orders placed July 1 – 6 due to
database summer maintenance)

IN PERSON

Visit the Falcon Records Center

Monday-Thursday

June 19 – July 18

(Closed July 1st-5th)

COST: \$2.00 cash or check only

No charge for TRex'd transcripts

Hours: 7:30am-4:00pm

Location: 11330 Falcon Road

Houston, TX 77064

(across from Pridgeon Stadium)

PH: 281-517-2180

**OFFICIAL transcripts are not handed or mailed directly to
students/parents, but must be sent directly to an institution.**

**Parents must have signed permission from students 18 and older, as
well as a copy of the student's drivers license, to make requests.**

**After July 18th, please contact your campus registrar for
transcript requests Mondays-Thursdays.**

We also provide immunization records during the summer.