



## Former Student Request for Official Transcript

A&M Consolidated High School - Guidance Office  
1801 Harvey Mitchell Pkwy. South \* College Station, TX 77840  
Ph. 979-764-5510 Fax 979-694-5675

Requests can be mailed or hand delivered to AMCHS. Include payment with request.

### FORMER STUDENT INFORMATION -

\_\_\_\_\_  
Last                                      First                                      Middle                                      (Maiden)

\_\_\_\_\_  
Current Address                                      City                                      State                                      Zip

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_                      Approximate Dates of Attendance/Graduation \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_                      # of Transcripts Requested \_\_\_\_\_ ( \$2.00 per transcript )

Amount Due: \$ \_\_\_\_\_                      Cash/ Checks accepted (Make all checks payable to AMCHS)                      Check Number \_\_\_\_\_

**Please check one of the following:**                      Pick up \_\_\_\_\_                      Mail to Residence \_\_\_\_\_                      Mail to College \_\_\_\_\_

- Only ONE (1) transcript can be mailed.
- Official transcripts cannot be faxed or E-mailed.

Print: Name and address of college for transcript to be mailed to:

Name of  
College: \_\_\_\_\_

Address: \_\_\_\_\_

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

**\*ALLOW AT LEAST TWO BUSINESS DAYS UPON RECEIPT OF REQUEST FOR TRANSCRIPT(S) TO BE PREPARED.  
\*\*PLEASE NOTE: TRANSCRIPT(S) WILL NOT BE MAILED UNLESS PAYMENT HAS BEEN RECEIVED.**

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#### OFFICE USE ONLY:

Date Request Received: \_\_\_\_\_                      Date Transcript Mailed/Faxed: \_\_\_\_\_                      Prepared By: \_\_\_\_\_