

Obtaining a copy of your high school transcripts

Students who graduated from Dallas I.S.D within the last 5 years should request transcripts from their last school of attendance.

All other Dallas ISD students may request a transcript in person or by mail. Fill out the [Student Transcript Request Form](#) and mail to the address listed below or deliver to:

Student Record Services
3700 Ross Ave., Room 204B

Former Wilmer Hutchins ISD students should follow the same instructions and make sure to indicate that you are requesting records from W-HISD.

If you picking up someone else's transcripts, you must present a letter of consent from the individual whose transcripts you are picking up.

Fee: \$3 per transcript. If mailing, send check or money order payable to Dallas ISD.

If you cannot download the Student Transcript Request Form, you may send a written request to:

Dallas Independent School District
Student Record Services, Box 154
Attn: Transcript
3700 Ross Avenue
Dallas, Texas 75204
Phone: 972-925-3645

Include in your request:

1. Name at time of graduation
2. Date of birth
- 3 School from which you graduated
4. Year graduated
5. Return address

