



**GPISD Human Resources and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015**

University/College
Transcript Request

To: _____

From _____ SS# _____
(Print Clearly)

Date: _____

Re: Request for Transcripts

I am requesting an official copy of my transcripts. The cost of the transcripts is enclosed with this request. Please mail to the address noted below:

Galena Park Independent School District
Human Resources and Communication Services
P.O. Box 565
Galena Park, TX 77547

Thank you for your attention to this matter.

Sincerely,

Signature