WESTLAKE HIGH SCHOOL
Director of Records
4100 Westbank Dr.
Austin, Texas 78746
Phone: (512) 732-9288
Fax: (512) 732-9296

For Office Use Only
_____
Payment Received
_____
Date Processed/mailed
_____
Initial

Records Request

Today's Date_____ Year of Graduation _____ SSN or School ID # _____

Student Name: _____, _____, _____ _____
Last First Middle DOB

_____ _____ _____
Student Signature Parent Signature (if student is under 18) Telephone Number

Graduate Transcript Request

_____ I need an *official* transcript ___ check here if for ACC
or
_____ I need an *unofficial* transcript for personal use

Current High School Student Transcript Request

_____ I need an *official* transcript ___ check here if for ACC
or
_____ I need an *unofficial* transcript for personal use

General Records Request

_____ I am requesting the following records:

_____

_____

Check one of the following

_____ I will pick up
_____ Fax to: name of school or person _____
Fax# _____ Phone# _____

_____ Mail to: _____

_____
City State Zip

Fees

_____ Graduate official transcript: $5.00 for the first official transcript, $1.00 for each additional transcript
_____ Current student official Transcript: $1.00
_____ Mailing fee for other records: $1.00 for the first 5 pages (additional postage as required by the US Postal Service)
_____ Out of country transcript request fee: $20.00 for the first copy and $2.00 for each additional

_____Amount due Please make checks payable to WHS

Please allow 48 hours for the processing of request
Fees for services must be presented before transcripts will be released