

## Fred Moore High School Former Students Transcript Request Form *(print to complete form)*

You may request multiple transcripts on the same form. **There is a \$2.00 processing fee for each transcript. Please provide a photo ID.** We do not accept credit/debit cards, or online payments. **Pay by cash, check, or money order by mail or in-person in the FMHS front office. Due to confidential information, transcripts will not be emailed. Allow 3 business days for processing once request, id, and payment are submitted.**

Fred Moore High School  
ATTN: Registrar's Office [slundgren@dentonisd.org](mailto:slundgren@dentonisd.org)  
815 Cross Timber St.  
Denton, TX 76205  
Phone: 940-369-4000  
Fax: 940-369-4957

AP, SAT & ACT scores must be sent directly from the testing site: AP & SAT: [www.collegeboard.org](http://www.collegeboard.org) ACT: [www.act.org](http://www.act.org)

### PLEASE PRINT:

Contact Phone # \_\_\_\_\_

Last Name (while attending Fred Moore): \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ or **Last** Year and Grade of Attendance: \_\_\_\_\_ / \_\_\_\_\_

Transcripts will not be emailed. **Please choose how you prefer your transcript sent:**

\_\_\_\_\_ Hold for pick up at FMHS Office  
\_\_\_\_\_ USPS Standard Mail; please provide address below

\*If sending directly to a college/university, or other educational institution, the transcript may be sent electronically via **TREx**.

Name of Recipient: \_\_\_\_\_

Attn: \_\_\_\_\_

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

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

***(For additional requests, use back of form)***

As a reminder, all paper copies of transcripts are official because they are sealed. Once the seal has been broken, the records become unofficial, and you will need to request another copy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### STUDENT RECORDS:

ACCESS TO THE EDUCATION RECORDS OF A STUDENT WHO IS OR HAS BEEN IN ATTENDANCE AT A SCHOOL IN THE DISTRICT SHALL BE GRANTED TO THE PARENT OF THE STUDENT WHO IS A MINOR OR WHO IS A DEPENDENT FOR TAX PURPOSES.

WHENEVER A STUDENT HAS ATTAINED 18 YEARS OF AGE OR IS ATTENDING AN INSTITUTION OF POSTSECONDARY EDUCATION, THE RIGHTS ACCORDED TO, AND CONSENT REQUIRED OF, PARENTS TRANSFER FROM THE PARENTS TO THE STUDENTS.

FOR OFFICE USE ONLY:	FOR REGISTRAR USE ONLY:
<b>TOTAL TRANSCRIPTS REQUESTED:</b> _____	<b>DATE SENT:</b> _____
<b>AMOUNT PAID &amp; DATE</b> _____ / _____	<b>MAILED—TREX— PICKUP</b>
<b>FINE CHECKED:</b> _____	<b>TREX TRACKING #:</b> _____
<b>ID VERIFIED: DL / Other</b> _____	<b>COMPLETED BY:</b> _____

*Additional Transcript Requests:*

Name of Recipient, College/University/Other: \_\_\_\_\_

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

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

<p style="text-align: center;"><b>FOR REGISTRAR USE ONLY:</b></p> <p><b>DATE SENT:</b> _____</p> <p><b>MAILED—TREX— PICKUP</b></p> <p><b>TREX TRACKING #:</b> _____</p> <p><b>COMPLETED BY:</b> _____</p>
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Name of Recipient, College/University/Other: \_\_\_\_\_

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

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

<p style="text-align: center;"><b>FOR REGISTRAR USE ONLY:</b></p> <p><b>DATE SENT:</b> _____</p> <p><b>MAILED—TREX— PICKUP</b></p> <p><b>TREX TRACKING #:</b> _____</p> <p><b>COMPLETED BY:</b> _____</p>
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Name of Recipient, College/University/Other: \_\_\_\_\_

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

City: \_\_\_\_\_ State / Zip: \_\_\_\_\_

<p style="text-align: center;"><b>FOR REGISTRAR USE ONLY:</b></p> <p><b>DATE SENT:</b> _____</p> <p><b>MAILED—TREX— PICKUP</b></p> <p><b>TREX TRACKING #:</b> _____</p> <p><b>COMPLETED BY:</b> _____</p>
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