

Do You Need a Transcript?

- Official transcripts cost \$2.00 each.
- Transcripts can be ordered before school, during lunch, and after school in the Counseling Center. Orders can be picked up the following day.
- Official transcripts must be sealed in an envelope that the student provides. You can provide your envelope(s) at the time you place the order or when you pick up the transcripts.
- Transcripts that are not sealed when they leave the office will not be sealed at a later date.
- Students are responsible for mailing their own transcripts after they are picked up from the Counseling office.
- If you have already graduated, you can call Transcript Services at 682-867-7665. Their address is 1204 W. Arkansas Lane, Arlington, TX 76013.