



Email: [Rel.records@gccisd.net](mailto:Rel.records@gccisd.net)  
Fax# 281-420-4973  
Telephone: 281-420-4535

- Current name:
- Your name as it was when you graduated:
- Your date of birth:
- The last 4 digits of your Social Security Number:
- Did you graduate:
- The year you graduated or last attended:
- A current phone number:
- Your signature:
- Instructions on delivery of transcript: FAX, EMAIL, US MAIL, ETC...
- Please send my transcript by US mail to:

➤ \*if you reside in Baytown we ask that you pick it up to save on our costs as we are not charging at this time


- Please email my transcript to:

➤ \*if you are allowing someone else to pick up your records at REL you will need to include a scanned copy of your ID with your request. Please include the name and address of the individual picking up your personal records so we can verify with their driver's license.

**\*\*\* IMPORTANT PLEASE READ** All ID's presented to REL for records pick up must be current we will not accept expired driver's license, passports, or any other type of expired ID. Thank you

**\*\*\*YOU CANNOT PICK UP ANY RECORDS OR TRANSCRIPTS WITHOUT AN ID.**  
**TEXAS STATE LAW REQUIRES YOU TO SHOW PROOF OF IDENTITY** FOR REQUESTING ANY PERSONAL RECORDS, WHICH INCLUDES TRANSCRIPTS. ACADEMIC RECORDS ARE KEPT INDEFINITELY IF YOU GRADUATED. PERSONAL RECORDS SUCH AS BIRTH CERTIFICATES, SOCIAL SECURITY CARDS, PROOF OF RESIDENCE WHILE YOU WERE IN SCHOOL, ETC. ARE NOT THE RESPONSIBILITY OF THE DISTRICT.