

# Transcript Requests

Dallas County High School utilizes an electronic system called [NEED MY TRANSCRIPT](#) for all transcript processing. The cost of transcript requests is \$5.00.

## How to Request:

**All transcript requests must be submitted through [NEED MY TRANSCRIPT](#), with the exception of the following:**

- Transferring to another High School ---The transfer school must send Dallas County High School a written request for official transcripts.
- Scholarship Applications for current students ---Transcript Request Form must be completed with information regarding the scholarship attached.
- Graduating Seniors - Each senior is allowed two official transcripts with exception of scholarship applications.

## Please Note:

**Official transcripts must be sent directly to a school or employer from DCHS**, and will not be given to the student for hand delivery. These requests may be ordered and sent electronically or by mail.

If you need a transcript: [click here](#)