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](#)