

Student transcripts can be requested by mail or in person at the following location:

San Antonio Independent School District  
**PEIMS & Data Services Department**  
1702 N. Alamo, Suite 110  
San Antonio, TX, 78215-1201

Phone: (210) 244-2909 Fax: (210) 475-0059  
Office Hours: 8:30 a.m. - 4:00 p.m., Monday - Friday

[Click here for the Transcript Request Form](#)

1. A Photo ID is required for all former students requesting copies of their transcripts.
2. For former students age 18 or older, transcripts can only be released to another person with written consent from the student and a copy of the Photo ID of the person picking up the transcript.
3. Copies of high school diplomas are no longer available. However, a letter of verification can be issued indicating the high school attended and graduation date.
4. There is a \$2.00 fee for each transcript or verification of graduation letter requested. Cash in the exact amount or a money order is required

Upon presenting proper ID, either a completed Student Transcript request form or the following information written on paper is required:

1. Student's Current Name/
2. Student's Name while attending SAISD (if different)
3. Student's Social Security Number
4. Student's Date of Birth
5. Last SAISD school attended/graduated
6. Year of last attendance/graduation
7. Requestor's address and telephone number.

8. Reason for Inquiry: Transcript or Verification of Graduation Letter