Commonwealth Institute of Funeral Service
415 Barren Springs Dr.
Houston, Texas 77090
(281) 873-0262

Transcript Request Form

Transcript fee is $10.00 per transcript

To request a transcript from Commonwealth Institute of Funeral Service, complete the form below and return it to the Registrar's office. You may **mail** the completed form with the $10.00 fee by money order or cashier check to:

Commonwealth Institute of Funeral Service
Attn: Registrar
415 Barren Springs Drive
Houston, TX 77090

You may **fax** the completed form along with the signed credit card authorization form to **281-873-5232 Attn: Registrar.** Or you may **email** the completed form and signed credit card authorization to the Registrar: **p.moreno@commonwealth.edu**

Student Information:

Name while attending: _____

Social Security number: _____

Phone number: _____

Email address: _____

Graduation date or date attended: _____

Select One: **Official Transcript:** _____ (With Seal) **Un-Official Transcript:** _____ (Without Seal)

Mail Transcripts to: **Number of Transcripts:** _____

_____

_____

_____

_____

Your Signature: _____

Transcripts will be processed during **seven business days** under normal circumstances unless financial clearance cannot be obtained by Commonwealth Institute of Funeral Service or id the student is in default status. Contact the **Registrar** if you have any questions about this clearance. If you have additional questions, please contact the school's office at **281-873-0262.**