

**GLENDALE UNIFIED SCHOOL DISTRICT  
REQUEST FOR TRANSCRIPT  
FOR CURRENT GLENDALE HIGH SCHOOL STUDENTS**

There is a \$3.00 processing fee due when ordering for EACH transcript requested. Please complete a separate request form for each transcript you wish mailed.

MUST BE ORDERED IN PERSON OR BY MAIL (not by email or phone)  
PLEASE MAKE CHECKS PAYABLE TO "GHS"

**PLEASE ALLOW FIVE BUSINESS DAYS FROM THE TIME OF RECEIPT FOR YOUR ORDER TO BE COMPLETED.**

TODAY'S DATE \_\_\_\_\_

STUDENT'S NAME (Last Name, First Name, Middle Initial):

\_\_\_\_\_

STUDENT I.D. NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CURRENT PHONE # (including Area Code) \_\_\_\_\_

**IMPORTANT (check one): OFFICIAL (sealed envelope) \_\_\_\_\_ UNOFFICIAL \_\_\_\_\_**

\_\_\_\_\_ PLEASE HOLD FOR PICK UP

\_\_\_\_\_ PLEASE MAIL TO THE ADDRESS BELOW (name/address of college, university, employer, self or other)

\_\_\_\_\_

\_\_\_\_\_

TRANSCRIPT MAY CONTAIN THE FOLLOWING INFORMATION:

Course titles, grades and credits earned	Stanford Achievement Test (SAT-9)
Grade point averages	Scholastic Aptitude Test (SAT)
Class Rank	Golden State Examinations
Test Scores	Advanced Placement Examinations

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature  
(Required if student is under 18 years of age)

**Please note:** Download this form, print it out, fill it out and give it to the security guard located in the lobby of the main entrance. A \$3 Processing Fee must be included with the form for each transcript requested.

If mailing this form, please write "Attn: Records" on the mailing envelope.

**Glendale High School, Attn: Records, 1440 Broadway, Glendale, CA 91205**