

**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 3 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 drop off to the Administration Office, Room A100 next to the Principal's Office. 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