

**GLENDALE UNIFIED SCHOOL DISTRICT  
REQUEST FOR TRANSCRIPT  
FOR FORMER GLENDALE HIGH SCHOOL STUDENTS**  
(If you are a CURRENT student at GHS, do NOT use this form.)

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**

YEAR OF GRADUATION OR LEAVING \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

FULL NAME WHILE A STUDENT \_\_\_\_\_

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  
Grade point averages  
Class Rank  
Test Scores

Stanford Achievement Test (SAT-9)  
Scholastic Aptitude Test (SAT)  
Golden State Examinations  
Advanced Placement Examinations

\_\_\_\_\_  
Your Signature

**Please note:** When mailing request, please write "Attn: Records" on the mailing envelope. Download this form, print it out, fill it out and mail to GHS Records Office or DROP OFF your request and check to the security desk at the front entrance on Broadway (near the flag pole) and they will make sure it gets to the Records Office. A \$3 Processing Fee must be included with the form for each transcript requested.

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