

**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 FIVE 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	Stanford Achievement Test (SAT-9)
Grade point averages	Scholastic Aptitude Test (SAT)
Class Rank	Golden State Examinations
Test Scores	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 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. Or mail to:
Glendale High School, Attn: Records, 1440 Broadway, Glendale, CA 91205