



Santa Cruz High School

Counseling Office
 Jacqui Adler, Registrar
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Transcript Request Form

Complete this form and send it to the Registrar via mail, fax or email.
 Please allow 24-48 hours to process your request.

(Maiden Name)/Last Name	First Name	Middle Name	Date of Birth
			/ /
Graduation year or last year attended		Phone Number	
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I am requesting an:		Official vs. Unofficial Transcripts	
<input type="checkbox"/> Official transcript be mailed to the address below: _____ _____ _____ <input type="checkbox"/> Official transcript available for pick up at the SCHS Counseling Office between the hours of 8-3:30. Note: If you wish it to be picked up by someone else, list the name below. (Include phone number. Photo I.D. required to be picked up in person) Name: _____ Phone Number: _____		<ul style="list-style-type: none"> • Official transcripts are signed and sealed in an envelope. They must be either mailed through the US Mail or picked up. Most colleges will not accept official transcripts via email. • Unofficial transcripts are for informational purposes only and are not signed. They can be emailed to an individual. • Please note, we cannot email official transcripts to an individual. 	
<input type="checkbox"/> Unofficial transcript emailed to the email address below: _____ <input type="checkbox"/> Other: (Please specify below) _____		Transcript Fees: First Two Free (after Graduation or last year attended) Each Additional \$5.00	
Signature		Date	
		/ /	
		FOR OFFICE USE ONLY	
		RECEIVED ON	/ /
		AMOUNT PAID	
		CASH/CHECK/M.O.	
		SENT ON	/ /
		INITIALS	