

El Cerrito High School Request for Transcript

OWES _____

DATE _____

PAID _____

Current students are entitled to two (2) transcripts free per school year, thereafter there is a \$2.00 fee per transcript.

Former students: transcripts are \$ 5.00 EACH and \$ 2.00 for each additional transcript.

**** SAME DAY TRANSCRIPTS COST \$6.00 – NO EXCEPTIONS! OTHERWISE 3-5 DAYS****

*****TRANSCRIPTS WILL NOT BE SENT UNTIL THE TRANSCRIPT FEE HAS BEEN PAID AND ALL UNPAID SCHOOL FINES HAVE BEEN CLEARED.*****

Name(while attending school) _____
LAST FIRST

Birth date _____

Year Graduate _____

Full Current Address _____

Phone # _____

How many transcripts? _____

Check One

_____ Pick Up (In main office)

_____ Mail/Fax Directly (Put Address Below)

Check One

_____ Official (Sealed Envelope)

_____ Unofficial (Unsealed Envelope)

Destination: (Only put if transcript being sent somewhere!)

Signature _____
