

El Dorado Union High School District

Request for Transcripts

For all transcripts requested to be sent by US mail to colleges, scholarship programs, or to other organizations: Please provide a properly addressed envelope with adequate postage. No transcript fee will be charged to current students. Graduates will receive the first two copies of their transcript free of charge. Additional copies for graduates are \$1.00 each. **Please attach the stamped addressed envelope(s) to this Request for Transcripts form.**

Student Name (Name used in High School):		Today's Date:	
Student Date of Birth:		Student ID #:	
Student Phone#		School	Year of Graduation:

U.C. and C.S.U. Campuses- DO NOT NEED TRANSCRIPTS SENT WITH APPLICATION

- ✓ Select One: Current Transcript
- RUSH:** Current Transcript: Reason: _____
- Mid-Year Report – after First Semester grades are recorded
- Final Transcript – After graduation / second semester, grades are recorded.
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- ✓ Needed for: College Employment
- Scholarship Other

Number of Transcripts Needed:	Official:		Unofficial:	
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- ✓ Choose One: Pick up at school
- Mailing requested
- Fax: (Provide fax #, name of institution, and contact person)
- Name of Institution: _____
- Name of Contact: _____
- Fax Number: _____

Mail Transcript(s) to: Name of School/Program, Address, City, State, Zip Code

- | | |
|-------------------------------------|-------------------------------------|
| 1. _____

_____ | 2. _____

_____ |
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FOR OFFICE USE ONLY							
Date Mailed		Initials		Fee's Paid		Initials	