

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.

- ✓ 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. _____

_____ |
|-------------------------------------|-------------------------------------|

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