

# El Rancho Adult Education Center

9515 Haney St.  
Pico Rivera, CA 90660  
(562) 801-7710

## REQUESTING TRANSCRIPTS



### In Person

- Students can request their transcripts by filing out the "TRANSCRIPT REQUEST FORM"
- Please allow 3-5 business days to process
- Must present a valid picture I.D at time of request
- \$10 for Official/Unofficial transcripts (Cash Only)

### To be mailed, emailed or faxed to another school or institution

There is no fee when the transcript is being requested from another school or institution as long as they send us an "AUTHORIZATION RELEASE FORM" signed by the student.

