



High School Diploma and High School Equivalency (HSE) Transcript Requests

Transcript Ordering Options:

Option 1: In Person

Note: The student must be present and their photo identification is required to order transcripts in person.

- Fill out the Transcript Request Form (see forms)
- Pay fees
- Allow 3-5 business days for processing

Option 2: Requests by Mail

Please send a written request with the following information:

- Name you used at the time of attendance
- Birth date
- Phone Number
- Address or organization to whom you want transcripts mailed
- Indicate if transcript request is for a High School Diploma or High School Equivalency (HSE)
- Social Security Number (only for High School Equivalency)
- Date of Attendance / Date of High School Equivalency Exam

Note: please include a photocopy of your state issued identification

Transcript requests require ***three - five business days for processing.***

Please enclose a money order payable to:

Lynwood Community Adult School

Mail your request to:

Lynwood Community Adult School
ATTN: Records
4050 E. Imperial Hwy.
Lynwood, CA 90262

Fees for Transcripts:

- High School transcripts: \$10.00
- Additional High School Copies: \$5.00
- High School Equivalency (HSE) Transcripts: \$10.00
- Additional High School Equivalency (HSE) Copies: \$5.00



High School Diploma and High School Equivalency (HSE) Transcript Request Form

Date

Student Name

Email address

Address

City

ST Zip

Date of Birth

Phone Number

Dates of Attendance

Or Date of HSE Test

Social Security Number: (only for HSE)

Please hold for pick-up

Please mail a copy of my transcript to the following organization:

Organization Name

Address

City

ST Zip

Phone Number

Fax Number

Note: If this is a mail-in request, please include a photo copy of your state issued identification

Student Signature

Please enclose a money order payable to:
Lynwood Community Adult School