



HUNTINGTON
BEACH
ADULT
SCHOOL

Huntington Beach Adult School

Transcripts Request Form

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, records may not be released to a third party without the prior written authorization of the parent or eligible student.

Student Name (Last) _____ (First) _____ (Middle) _____			Student ID# (Current H.S. Students Only)
Year of Graduation or Last Year of Attendance	Date of Birth (Month/Day/Year)	Name Attended Under	
Address (Print Clearly) _____ Apt.# _____		Phone _____	
City _____	State _____	Zip _____	Alternate Phone _____
Student Signature _____			Today's Date _____
Parent Signature (Required if student is under 18 years old) _____			Today's Date _____
Transcripts include grades, credits, date of graduation and Pass/Not Pass on CAHSEE.		NUMBER OF TRANSCRIPTS REQUESTED _____	
<input type="checkbox"/> Signed and sealed official transcript		Write out additional addresses on back of form.	
<input type="checkbox"/> Unofficial, unsigned transcript		I will pick up my transcript(s) <input type="checkbox"/>	
		I would like my transcript(s) mailed <input type="checkbox"/>	
SPECIAL INSTRUCTIONS:		Send To:	
		Attention:	
		Address (Print Clearly)	
		City/State/Zip	
<u>INSTRUCTIONS FOR REQUESTING A TRANSCRIPT</u>			
1. Picture ID may be required.			
2. Be sure to clearly write out the name and address in the box provided above, of the recipient to whom the transcript should be mailed to. <u>Address must fit completely in the box above.</u>			
3. During the summer request may take 2-3 weeks to process.			
4. PAY THE FEE of \$10.00 per copy.			
Staff Use Only			
Completed by School Official: _____			Date: _____
Received Date: _____	Student ID#: _____	Fee Paid: _____	