



AVIATION HIGH SCHOOL

TRANSCRIPT REQUEST FORM

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Please note: We do not keep a copy of your high school diploma on file. The legal document of a high school education and proof of graduation is your official transcript.

These records are kept indefinitely.

All transcript requests are processed within 5-7 business days.

For an official transcript, a signature is required.

If faxing or mailing your request, please be sure to include a copy of valid identification (eg, Drivers License).

The following information is required to process your request:

Current Name:	
Former Name (while attending Aviation HS):	
Current Address :	
Phone Number:	E-mail:
Birthdate:	
Year of Graduation (or last year attended Aviation HS):	
Send transcript to (Name of College/University/Institution):	
Complete address of where transcripts are to be sent:	
Number of transcripts needed:	
Signature to authorize release of records:	

You can come by the office or your written request can be mailed, faxed, or e-mailed along with a copy of your identification (for verification purposes). E-mail requests are only accepted if it includes your original signature. You can e-mail your request along with your identification as an attachment. For security reasons, we are unable to send transcripts via e-mail.

Please contact Educational Services if you should have any additional questions - (310) 937-1223.

Nicole Vurusic

Administrative Assistant

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