**EL SEGUNDO HIGH SCHOOL**

**GUIDANCE OFFICE**

***TRANSCRIPT REQUEST FOR SENIOR STUDENTS***

**PLEASE ALLOW ONE WEEK FOR PROCESSING**

 **Counselor:**
 \_\_\_Burns (A-D) \_\_\_Habrun (E-K)

 \_\_\_Woods (L-Q) \_\_\_Pinier (R-Z)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Graduation\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need: \_\_\_\_\_ Official Copies \_\_\_\_ Electronic Submission

 \_\_\_\_\_ Unofficial Copies \_\_\_\_ Physical Mail

Date needed by (i.e. college deadline) \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Current transcript

\_\_\_\_\_\_ after semester grades are recorded

\_\_\_\_\_\_ I will pick up transcripts

\_\_\_\_\_\_ Please mail to: (Current ESHS students if requesting it mailed, please provide stamps for each transcript)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College/Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of College/City/State/Zip Code

Student or Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_