

EL SEGUNDO HIGH SCHOOL
GUIDANCE OFFICE
TRANSCRIPT REQUEST

PLEASE ALLOW ONE WEEK FOR PROCESSING, EACH OFFICIAL TRANSCRIPT IS \$5.00, UNOFFICIAL IS \$3.00.
(Free for current ESHS students)

Date _____

Student's Name (Please print) _____

Date of Birth _____ Last _____ First _____
Year of Graduation _____

I need: _____ Official Copies How many?? _____
 _____ Unofficial Copies How many?? _____

You must allow one week for processing.

Date needed by (i.e. college deadline) _____

_____ Current transcript
_____ after semester grades are recorded

_____ please give transcripts to my counselor

_____ I will pick up transcripts

_____ Please mail to: (Current ESHS students if requesting we mail them please provide stamps for each transcript)

Name of College/Institution

Name of College/Institution

Name of College/Institution

Name of College/Institution

Home Address (former graduate)

Student or Parent Signature _____

FOR OFFICE USE: Date transcript mailed _____
Fee required Yes _____ No _____