



TRACY UNIFIED SCHOOL DISTRICT

TRACY High School
315 East 11th Street
Tracy, CA 95376
209-830-3360

OFFICIAL TRANSCRIPT REQUEST FORM

(IF MY TIME ALLOWS) SAME DAY SERVICE MAY BE POSSIBLE IF REGISTRAR RECEIVES BY 2:00 PM
Turnaround mail time is 2-4 Business Days.

1. Name (Current): 2. Name Used in School (If different from Current Name in Section 1)*:
Last First Middle Last First Middle

*If you have changed your name since attending a TUSD school, other than through marriage, please send a copy of the legal document(s) showing both your former name and new name. Your request will not be processed without this required documentation. A legal document may be a copy of Naturalization Certificate (copy of both sides) or Court document indicating the name change.

3. Current Address: Number and Street City State Zip Code

4. Telephone Number: 5. Email Address: 7. Date of Birth: (MM/DD/YYYY)

7. Year Graduated or Last Year Attended: (YYYY) Tracy High School 8. LAST School Attended in TUSD:
Grad Year or Last year attended

9. Send Transcripts To (If different than Current Address in Section 3): 10. Type of Records Requesting (Indicate Quantity & Total Cost):

Table with columns: Name of Institution, Attention, Number and Street, City, State, Zip Code, Transcript Type, Fee, Quantity, Cost. Includes rows for High School Transcript, Transcripts or Verification Prior to 1993 Microfilm, Copy of Immunizations, Cal Grant (non-student), Faxing Transcripts.

For additional addresses, print another request form. Complete Section 9 and submit with the original request form.

Total Fees Enclosed \$

NO PERSONAL CHECKS ACCEPTED • FEES ARE PAYABLE BY MONEY ORDER OR CASH

11. Authorization for Release
The signature below verifies that I have completed all sections accurately and enclosed the correct fee. I understand that the fees are nonrefundable. I also understand that this application will not be processed if it is incomplete.

Signature Date

SAME DAY SERVICE IS NOT AVAILABLE FOR TRANSCRIPTS PRIOR TO 1993
ALL TRANSCRIPTS ARE MAILED UNLESS OTHERWISE NOTED
READY CALLS ARE NOT POSSIBLE

DISCLAIMER: It is your responsibility to correct any issues that arise due to incorrect information