



Records Office (805) 641-5000 Ext. 1145/1146

Official Transcript or Records Request Form - by mail

This Records Request Form is for FORMER students, whom attended public schools within Ventura Unified School District and who graduated more than 2 years ago. Recent Graduates of 2 years or less, please contact your school site

Please complete the following:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_
Last name used in high school

Name of High School: \_\_\_\_\_ Grad Year: \_\_\_\_\_
If non-grad, name of the last high school you attended in VUSD If non-grad, year you would have graduated

Daytime telephone: ( ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature must be handwritten)

Check type of record you are requesting:

- Official Transcript (sealed in an envelope) - \$1.00 each Quantity \_\_\_\_\_
Immunization - No charge
Enrollment history - \$2.00
Other \_\_\_\_\_

To process your request, please provide the following:

- 1. Completed and hand signed Official Transcript Request Form
2. Copy of valid picture ID with signature
3. Self-addressed stamped RETURN envelope(s) (one per request)
4. Fee(s) payable in form of check or money order to: VUSD/Records NO CASH!

Mail all required items and fees to:

Ventura Unified School District
Records Dept.
255 W Stanley Ave
Ventura, CA. 93001

For office use only:
Date received \_\_\_\_\_ Fee(s) Collected \$ \_\_\_\_\_
Date processed \_\_\_\_\_