

EL CAMINO REAL CHARTER HIGH SCHOOL

REQUEST FOR TRANSCRIPTS

Name while attending ECR _____
LAST _____ FIRST _____
DOB _____

Are you a current student at ECR? Yes / No If not, when did you graduated/checked out of ECR _____

_____ Official transcript(s) x \$3.00 per copy _____ Unofficial transcript(s) x \$2.00 per copy _____ Other (please specify)

Please allow 2 days processing time for your transcript request

PAYMENT IS DUE UPON REQUEST CASH ONLY!!!

****RUSH ORDERS ARE \$5.00 PER COPY. RUSH ORDERS ARE NOT DONE ON THE SPOT!!**
THEY WILL BE DONE BY THE END OF THE DAY OR THE FOLLOWING MORNING.
****RUSH IS AVAILABLE ONLY ON PICK-UP REQUESTS.**

ATTENTION: Only the student or the Parent/Guardian of the student (under age of 18) may order/pick up transcripts. Please have ID ready when you order and pick-up transcripts. If your name does not match our records as the Parent/Guardian of the student, we will not release the records to you.

Failure to pick up in a timely manner may result in your transcripts being discarded.

SIGNATURE _____ DATE _____

_____ PLEASE CHECK HERE IF YOU NEED TRANSCRIPTS MAILED OUT- WRITE MAILING INFO ON BACK

MAILING INFORMATION Please mail my transcript to the following:

School/Institution if applicable: _____

Attention/To: _____

Street Address: _____

City _____ State _____ Zip: _____

If you have multiple locations, please use a separate sheet of paper with the mailing information and staple it to this form.

Please fax my transcript to the following: (This option is only for special circumstances when a school requests a transcript to be faxed. I do not normally do faxes. I may not fax records if I do not feel it is necessary.)

Attention/To: _____

Fax #: _____

Please provide a phone number where you can be reached at for questions or concerns regarding your order: _____