

EL CAMINO REAL CHARTER HIGH SCHOOL  
REQUEST FOR TRANSCRIPTS

Name while attending ECR \_\_\_\_\_  
LAST FIRST

Birthdate: \_\_\_\_\_

Are you a current student at ECR? Yes Grade: \_\_\_\_\_ No Checked out/ Graduated \_\_\_\_\_

NUMBER OF TRANSCRIPTS NEEDED

\_\_\_\_\_ Official transcript(s) x \$3.00 per copy

\_\_\_\_\_ Unofficial transcript(s) x \$2.00 per copy  
(If you are a current student, please go to your counseling office to purchase unofficial transcripts)

\_\_\_\_\_ Other (please specify) \_\_\_\_\_ x \$\_\_\_\_\_ per copy

\*\*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 NOT AVAILABLE ON MAIL REQUEST; PICK-UP ONLY!!!**

**ATTENTION:** Only the student or the Parent/Guardian of the student 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. Thank you!

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ PLEASE CHECK HERE IF YOU NEED TRANSCRIPTS MAILED OUT-  
WRITE MAILING INFO ON BACK ☺

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<b>OFFICE USE ONLY:</b>							
Pd _____	Faxed _____	Mailed _____	Processed _____				
			By _____				
<b>PICK UP ON:</b>							
M	T	W	Th	F	Mail	Rush	

<b>OFFICE USE ONLY:</b>							
Pd _____	Faxed _____	Mailed _____	Processed _____				
			By _____				
<b>PICK UP ON:</b>							
M	T	W	Th	F	Mail	Rush	

MAILING INFORMATION

Please mail my transcript to the following:

School/Institution if applicable: \_\_\_\_\_

Attention/To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This address is (circle one): School Home Other

\*\*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:

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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