



BUENA HIGH SCHOOL

5670 Telegraph Road, Ventura, Ca 93003

Records Office (805) 289-1826 Ext. 1008

<https://buena.venturausd.org/academics/transcript-requests>

Transcript or Records Request Form

Records are available only for current students or students who have graduated or non-graduates who attended Buena High School within the last two years. To request for prior years, please contact VUSD Records Department by calling (805) 641-5000 ext. 1145 or emailing records@venturausd.org or visiting <https://www.venturausd.org/edserv/EducationalServices/Records.aspx>

Check type of record(s) you are requesting:

Official Transcript Please indicate: Mail \$2.00 indicate mailing address Pick-up \$1.00 Email – no charge

Name of College/University/Other _____

Address _____ City _____ State _____ Zip Code _____

Email Address _____

Unofficial Transcript Please indicate: Pick up \$1.00 Email – no charge

Provide a forwarding email address for your Unofficial Transcript below:

Email _____

Address _____

Enrollment History Please indicate: Pick up \$2.00 Email – no charge

Email Address _____

Immunization

Other (Specify) _____

Fees are payable to: Buena High School

Please complete the following:

Reason for Release of Student Record: Transfer College Entrance Other

Student Last Name: _____ Student First Name: _____

DOB: _____ Grad Year: _____

Daytime telephone: (____) _____

Signature: _____ Date: _____

To request your records, please email the following items to Buena.Records@venturausd.org

1. Clear copy of picture ID (driver's license, state picture I.D., or passport)
2. Completed Transcript or Records Request Form

For office use only:

Date received _____ Fee(s) Collected \$ _____

Date processed _____