



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.

For prior years, please contact VUSD Records Department at

(805) 641-5000 ext. 1145 or records@venturausd.org or <https://www.venturausd.org/students/records-transcripts>

Check type of record(s) you are requesting:

☐ **Official Transcript** Please indicate: ☐ Mail – provide mailing address below ☐ Pick-up ☐ Email

Name of College/University/Other _____

Address _____ City _____ State _____ Zip Code _____

Email Address for College/University/Other: _____

☐ **Unofficial Transcript** Please indicate: ☐ Pick up ☐ Email

Email Address _____

☐ **Enrollment History** Please indicate: ☐ Pick up ☐ Email

Email Address _____

☐ **Immunization**

☐ **Other (Specify)** _____

Please complete the following:

Reason for Release of Student Record: ☐ Transfer ☐ College Entrance ☐ Other

Student Last Name: _____ Student First Name: _____

DOB: _____ Grad Year: _____

Cell phone: (____) _____ Daytime phone: (____) _____

Signature: _____ Date: _____

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

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

For office use only:

Date received _____ Date processed _____