

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
 Office of Records Management  
 10331 Stanford Ave  
 Garden Grove, CA 92840  
 (714) 663-6514

**A copy of a valid picture ID is required with request**

**Money order, cashier check or cash only; no personal checks accepted**

## TRANSCRIPTS & RECORDS REQUEST FORM

(PLEASE READ THE BACK SIDE BEFORE FILLING OUT FORM)

PRINT LEGIBLY

Check here if you are applying for Deferred Action

<b>1. Name (Current):</b> _____ Last                                  First                                  Middle			<b>2. Name used in school: *</b> _____																		
<b>3. Current address:</b> _____ Number & Street                                  Apt. No. _____ City                                  State                                  Zip Code			<b>4. School ID #:</b> _____																		
<b>6. Telephone #:</b> (        ) _____ Area Code			<b>7. Year graduated or left:</b> _____		<b>8. School last attended in GGUSD:</b> _____																
<b>9. Send Transcripts/Records To:</b> Name of Institution: _____ Attention: _____ Street address _____ City , State, Zip Code _____					<b><u>Type of Records Requesting &amp; Fee:</u></b> (Please circle)  <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Transcripts: Official</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td>Transcripts: Unofficial</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td>Special Education Records</td> <td style="text-align: right;">\$5.00</td> </tr> <tr> <td>Immunization Record</td> <td style="text-align: right;">\$3.00</td> </tr> <tr> <td>Diploma Replacement</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td>Letter of Verification</td> <td style="text-align: right;">\$5.00</td> </tr> </table>					Transcripts: Official	\$5.00	Transcripts: Unofficial	\$5.00	Special Education Records	\$5.00	Immunization Record	\$3.00	Diploma Replacement	\$30.00	Letter of Verification	\$5.00
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<b>10. Student's Signature:</b> <b>Date:</b> (Parent's signature if student is a minor) _____ <i>Signature Authorizes Release of Records</i>																					
<b>FOR OFFICE USE ONLY:</b>  TYPE OF ID #: _____                                  DATE RECEIVED: _____  ID NUMBER: _____                                  AMOUNT PAID: _____  VERIFIED BY: _____                                  RECEIPT NUMBER: _____																					

*\* If you have changed your name since attending our schools, other than through marriage, please send a copy of the legal document showing both your old name and your new name. We will not process your request without it. Legal documents can be copy of Naturalization Certificate (front & back side) or Court document stating the name change.*

**PLEASE READ BEFORE FILLING OUT THE REQUEST FORM**

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*Processing time for records requests is approximately 1 week.  
We do not fax records. Records may be picked up. You must show valid government –issued picture identification.*

***All fees are to be paid by cash, money order or cashier’s check. No personal checks will be accepted.***

*Adults must request their own transcripts. In order to comply with privacy laws, proof of identification is required. Parents can request their child’s transcripts to be mailed directly from the Records Office to a college or other school. This is the only exception.*

**Transcripts/Student Records** can be requested directly at the school site if it has been less than 5 years since the student last attended our schools. If it has been more than 5 years, a written request will have to be made at the District’s Records Office.

**Official** transcripts may be mailed directly to a college, employer, or requesting agency from the Records Office.

**GED Test Records** from 1971 – 2010 can be obtained from the California State Department of Education via the website at [www.gedtestingservice.com](http://www.gedtestingservice.com)

**Diplomas** can be special ordered from this office. Only you can request a duplicate order of your diploma. Diplomas cannot be sent to anyone but you. Please allow 4-6 weeks for delivery. We can no longer order diplomas for Lake & Mendenhall high schools. Since this is special order item, the fee is not refundable.

**Special Education Records**: Adults over 18 must request their own Special Education records. Valid proof of identification is required. No one else can request your records unless they have a court order showing legal guardianship.