



## TRANSCRIPT & RECORDS REQUEST FORM

(Class of 2015 and forward may order high school transcripts at [www.parchment.com](http://www.parchment.com))

### STUDENT INFORMATION:

Current Full Name \_\_\_\_\_

Former Name (if applicable)\* \_\_\_\_\_

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

Apt. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Contact Number \_\_\_\_\_

### SCHOOL INFORMATION:

High School \_\_\_\_\_

Intermediate \_\_\_\_\_

Elementary \_\_\_\_\_

Year graduated or left \_\_\_\_\_

Check here if you are applying for Deferred Action

Student I.D. # (leave blank if unknown): \_\_\_\_\_

### TRANSCRIPT REQUEST INFORMATION:

***A COPY OF VALID GOVERNMENT ISSUED IDENTIFICATION and payment is required with request. Payment types accepted: Cash, cashier's check, and money order made payable to Garden Grove Unified School District. NO PERSONAL CHECKS.***

No. of Copies	Unofficial	Official	Fee:**
_____	<input type="checkbox"/>	<input type="checkbox"/> Transcripts (High School Only)	\$5.00
_____	<input type="checkbox"/>	<input type="checkbox"/> All records (High School, Intermediate, Elementary, Immunization)	\$10.00
_____	<input type="checkbox"/>	<input type="checkbox"/> Intermediate	\$3.00
_____	<input type="checkbox"/>	<input type="checkbox"/> Elementary	\$3.00
_____	<input type="checkbox"/>	<input type="checkbox"/> Special Education	\$5.00
_____	<input type="checkbox"/>	<input type="checkbox"/> Immunization	\$3.00
_____		Diploma Replacement	\$30.00
_____		Letter of Verification To Verify: _____	\$5.00

\*\* An additional \$5.00 fee will be applied for all records sent outside of the U.S.

Pick up:  Check here for pick up

Send to:  Check here if sending to self

Mail to:

\_\_\_\_\_  
Institution or Agency

\_\_\_\_\_  
Attention

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

*\*If you have changed your name since attending our schools other than through marriage, a copy of the legal document showing both your old and new name is required. Legal documents can be a copy of naturalization certificate (front and back side) or court document stating the name change.*

This signature authorizes the release of records.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

I.D. Type and No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Verified by: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

NOTES:

## **INSTRUCTIONS**

All requests must be submitted in writing. Proper government-issued picture identification is required. If you have changed your name since attending our schools other than through marriage, a copy of the legal document showing both your old and new name is required. Acceptable legal documentation of name changes can be a copy of a Naturalization Certificate (front and back sides), court document stating the name change, or a statement from the Social Security Office confirming the use of both names. Students over 18 must request their own transcripts. In order to comply with privacy laws, proof of identification is required. Records processing time is approximately 3 to 5 business days from the time received. Records may be picked up or mailed to yourself, a college, an employer, or other agency. We are unable to send records electronically prior to the class of 2015. Class of 2015 and forward may order high school transcripts online at [www.parchment.com](http://www.parchment.com).

Please send requests to:

Garden Grove Unified School District  
Attn: Office of Records Management  
10331 Stanford Avenue  
Garden Grove, CA 92840

### **Transcripts/Student Records**

Records may be requested in writing to the Office of Records Management after 5 years from your last attendance date at one of our schools. If it has been less than 5 years, you will need to contact your last school of attendance in GGUSD. Fill out the request form completely and send a photo copy of your driver's license, as well as the appropriate fee for the records you are requesting. Fees must be paid by cash, money order, or cashier's check and made payable to Garden Grove Unified School District. NO PERSONAL CHECKS WILL BE ACCEPTED.

### **Official Transcripts**

Official transcripts may be picked up or mailed to yourself, a college, employer, or requesting agency from the Office of Records Management.

### **Diploma Replacement**

Diplomas can be special ordered from the Office of Records Management. Diplomas can only be ordered by and issued to the student. Please allow 4-6 weeks for delivery. We are unable to order diplomas for Lake High School and Mendenhall High School.

### **Special Education Records**

Special Education records must be requested by the student if over 18, unless another adult has a court order showing legal guardianship. Proof of identification is required.

### **ROP/Adult Education Records**

We are unable to reissue ROP/Adult Education certificates. Verification will be in the form of a letter on district letterhead.

### **GED Test Results**

GED Test Results from 1971 – 2010 can be obtained from the California Department of Education via the website at [www.ged.com/transcripts/california](http://www.ged.com/transcripts/california) or by calling (888) 906-4031.