

BALDWIN PARK UNIFIED SCHOOL DISTRICT

Adult and Community Education

STUDENT REQUEST FOR TRANSCRIPT

Date: _____

I, _____, hereby authorize Baldwin Park Adult and Community
Print Student Name as appears on school records

Education to send my school records to the people/schools listed below. I authorize release for only those items I have initialed below:

- _____ Attendance and Progress Information/Grades
- _____ High School Records/Transcripts
- _____ G.E.D. Results
- _____ CTE Program Transcript (specify program): _____
- _____ Other (specify): _____

 Student Signature

 Date of Request

Please complete the information as requested below. A fee may be charged for a copy of records.

I will pick up the transcripts personally (must bring official picture ID). Allow 2 school days during the regular school year. Allow one to two weeks in summer or if classes are not in session.

Number of transcripts I am requesting. There may be a charge for more than two transcripts.

STUDENT INFORMATION

Please Print Clearly

Name as it appears on your records: _____

DOB _____ Social Security Number _____ Phone Number _____ Cell Phone Number _____

Address _____ City _____ State _____ Zip _____

E-Mail address: _____

SEND INFORMATION TO:

 Name of school/person to send records to

Address _____ City _____ State _____ Zip _____

SEND INFORMATION TO:

 Name of school/person to send records to

Address _____ City _____ State _____ Zip _____

TO REQUEST TRANSCRIPTS

FOR HIGH SCHOOL DIPLOMA:

- Print and complete page one of this form
- Mail your signed form to:
Baldwin Park Adult and Community Education
Adult Education Center
Counseling Office
1330 Francisquito Avenue
Baldwin Park, CA 91706
- Or fax the signed form to: 626-856-4121

FOR CAREER TECHNICAL EDUCATION TRANSCRIPTS:

- Print and complete page one of this form
- Mail your signed form to:
Baldwin Park Adult and Community Education
Adult Career Training Center
Counseling Office
4640 N. Maine Avenue
Baldwin Park, CA 91706
- Or fax the signed form to: 626-856-4219

FOR GED TRANSCRIPTS:

- Contact the GED Testing Center at 626-856-4161
- There is a \$10 fee for GED Transcripts