



LOS ANGELES UNIFIED SCHOOL DISTRICT

STUDENT RECORDS CENTER

P.O. Box 3307

LOS ANGELES, CA 90051-1307

323.224.5950

OFFICIAL TRANSCRIPT REQUEST FORM

Enter Record or Index Number (provided by school)

Check here, if school indicates Record / Index Number is not necessary

Name of School Contact

Telephone Number of School Contact

1. Name (Current):

Last First Middle

2. Name Used in School (If different from Current Name in Section 1)\*:

Last First Middle

If you have changed your name since attending an LAUSD school, other than through marriage, please provide a copy of the legal document(s) showing both your former name and new name. Your request will not be processed without this required documentation. A legal document may be a copy of Naturalization Certificate (copy of both sides) or Court document indicating the name change.

3. Current Address

Number and Street

City

State

Zip Code

4. Telephone Number:

5. Email Address: 1

6. Driver's License # 2

7. Date of Birth: (MM/DD/YYYY)

8. Year Graduated or Last Year Attended: (YYYY)

9. Name of LAUSD School Last Attended:

10. Send Transcripts To (If different than Current Address in Section 3):

11. Type of Records Requested (Indicate Quantity & Total Cost):

Table with columns: Name of Institution, Transcript Type, Fee, Quantity, Cost. Includes rows for Official High School Transcript, Proof of Graduation Letter, Cal Grant GPA Verification, Complete Set of Transcripts, Attorney Request, High School Diploma Reprint, High School Diploma Reprint with Cover, High School Diploma Cover Only, Archival Search, Apostille Service, International Mail Service, Express Mail Service, and Total Fees Enclosed.

12. Authorization for Release

The below signature authorizes the release of my student transcripts and confirm I have completed all sections accurately and truthfully. I have enclosed the correct fees and understand that they are nonrefundable. I understand that an incomplete form will not be processed and will be considered closed after expiration of the 30 day notification window.

Signature Date

OFFICE USE ONLY

Verified Driver's License or State Identification Card Information Is Authorization to Release Student Records Required? Yes No N/A

Payment Type: Cash (Apostille requests only) Money Order # Amount Paid: \$

PROCESSED BY: DATE RECEIVED:

1 Notification regarding incompleteness of Official Transcript Request Form is sent via email unless a self-addressed envelope is provided.

2 State Identification Card may be substituted for Driver's License.

3 Diplomas Reprints are processed by an out-of-state vendor. Processing time for reprint requests is 8 to 10 weeks.

4 Cash is accepted for Apostille customers only.