



# ALUMNI STUDENTS Transcript Request Form

**CHECK ONE ONLY!**

Name (Last, First): \_\_\_\_\_

DOB: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Standard Order [\$2.00 dollars per transcript]

\*Request Date: \_\_\_\_\_

\*All request must be made 48 Hours in advance

Rush Order [\$5.00 dollars per transcript]

Signature: \_\_\_\_\_

(2 Business Days)

Contact # \_\_\_\_\_

**\*\*\*Read instructions on the back to fill out request\*\*\***

Select your Transcript Request Official OR Unofficial:

Official Transcript(s) Requested: \_\_\_\_\_

You will Pick-up transcript? Yes \_\_\_ No \_\_\_ Mail transcript(s)? Yes \_\_\_ (See below)

Total Amount: \_\_\_\_\_ (See Reverse for Payment & Payment Options)

Unofficial Transcript(s) Requested: \_\_\_\_\_

You will Pick-up transcript? Yes \_\_\_ No \_\_\_ Mail transcript(s)? Yes \_\_\_ (See below)

Total Amount: \_\_\_\_\_ (See Reverse for Payment & Payment Options)

**Send my Transcript to the following Address:**

College or Scholarship Program Name & Address

[YOU MUST PROVIDE CORRECT AND ACCURATE INFORMATION]

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----For Office Use Only-----

Date Received: \_\_\_\_\_

Processed Date: \_\_\_\_\_

College Center Official Completing Request Initials: \_\_\_\_\_

## Alumni Students:

Note that there will be a processing fee for each Official OR Unofficial Transcript Requested

Transcript Requests are Mon-Thurs. No Transcript(s) Request(s) will be processed on Fridays.  
Requests dropped off on Fridays will be processed on the next Business Day of the following week.

\*STANDARD Order (3-5 Business Days): \$3.00 per transcript

\*RUSH Order (1-2 Business Days): \$5.00 per transcript

### PAYMENT OPTIONS:

Exact Cash (In person only)

AND/OR

Check /Money Order Payable to: *Gertz-Ressler High School*

**TOTAL AMOUNT MUST BE PAID UPON REQUEST!**

No transcript will be processed without first receiving payment!

## Instructions for this form:

### Demographics:

- Last, First Name [Print Clearly!]
- DOB (Date of Birth)
- Graduation Year (Example Class of 2008)
- Sign your request (do not print)

### Request:

- At the top make sure you only Mark one Option
  - Standard Order OR Rush Order
- In the middle of the form:
  - Select one option Official OR Unofficial
- Are you picking up the transcript: select Yes OR No
- Do you want us to mail it? See instructions on Mailing

**Mailing Instructions:** Clearly write the College/University/Organization you want us to mail your Transcripts to (Examples Below)

➤ We will not look up addresses for you. Nor are we responsible for your inaccurate information. We will only mail to the address as you indicate!

Fulfillment Fund  
Ms. Jeune (Contact Person)  
6100 Wilshire Boulevard, Ste 600  
Los Angeles, CA 90048

Arizona State University  
Undergraduate Admissions  
P.O. Box 870112  
Tempe, AZ 85287-0112

San Francisco State University  
EOP Office  
1600 Holloway Avenue, SSB 201  
San Francisco, CA 94132

**Pay & OR Pick-Up  
Transcript in the College Center**