

Los Angeles Unified School District
East Valley High School
 5525 Vineland Ave. North Hollywood, CA 91601
 website: www.eastvalleyhs.net
 Phone: (818) 753-4400 Fax: (818) 487-6922

Vivian Ekchian
Interim Superintendent of Schools

Linda Del Cueto
Superintendent, LDNE

Lourdes De Santiago
Principal

OFFICIAL TRANSCRIPT REQUEST FORM

Please complete the form below and show proper ID (Driver's License, School ID, etc.) to the Main Office.

Please provide information below if you would like your transcripts sent to YOU directly			
Last Name (As used when at East Valley HS)	First	Middle	Date of Birth (mm/dd/yyyy)
Current Address	Number and Street	City	State Zip Code
Year Graduated or Last Attended?			Telephone Number
<p>Please check type of records required:</p> <p style="text-align: center;"> <input type="checkbox"/> Official High School Transcript <input type="checkbox"/> Proof Of Graduation Letter There is a <u>\$5.00</u> fee for each document (CASH ONLY) </p>			
Please provide information below if you would like transcripts sent to a School or Institution			
Name of Institution: _____		Attention: _____	
Address: _____		City: _____	State : _____ Zip: _____
<p>OR if they are to be sent by fax: FAX NUMBER: (_____) _____ - _____.</p>			
<p>If someone other than yourself will pick up your transcripts from our office, please provide us with the following information:</p> <p>Name: _____ Relationship: _____</p> <p>***Please note that proper ID will be required from the person picking up transcripts***</p>			
<p>The signature below verifies that I have completed all sections accurately and enclosed the correct fee. I understand that fees are Non Refundable and that application will not be processed if it is incomplete.</p> <p>Signature _____ Date: _____</p>			
SECTION FOR OFFICE USE ONLY			
<p>We no longer have your records at East Valley High School. Your records have been sent to the Student Records Center for digitizing. You can request your records directly from them at:</p> <p style="text-align: center;"> Student Records Center 2151 N. Soto Street Los Angeles, CA 90032 Phone: (323) 224-5950 or on the Web: http://transcripts.lausd.net </p> <p>YOUR RECORD NUMBER (TO ORDER FROM STUDENT RECORDS CENTER): _____</p> <p style="text-align: center;">Duplicate diplomas can also be ordered from Student Records Center. Call them directly for details.</p>			