

How to fill out the “Request for an Unofficial or Official Transcript”

1. On the first line circle if it is a request for an unofficial or official transcript.
2. Write your name as it is printed on your birth certificate or in PowerSchool.
3. Write in your current grade level as of today.
4. Write the full name of your parent/guardian. Their first and last name(s).
5. Write in your current address. If this is a new address please write the words “New Address” in the margin on the left hand side of the form.
6. Write the name of the person whose phone number you are providing.
7. Write the name of the person whose email you are providing.
8. Check either the **send to** box or the **pick up** box.
 - **Send to** means that the Registrar will mail transcript directly to the address that you provided.
 - **Pick up** means that the transcript will be left at the front desk to be picked up the person whose name that you wrote on the form.
9. Reason for the request. Please write who will be viewing the transcript.
 - Personal use would be you, your parents, Learning Facilitators, tutors or mentors. Personal use would be a request for an unofficial transcript.
 - College applications, outside organizations, an employer, internship managers and scholarship applications. These would be a request for an official transcript.
10. The next five lines ask that you provide all the contact information for the person or organization for whom you are providing a transcript.
11. Scholar’s signature is to be your full name in cursive and dated.
12. *Parent’s signature is to be their full name in cursive and dated.
 - Parent signature is only needed if scholar is not 18 years old and requesting an official transcript.
13. If scholar is requesting an official transcript they must have their form signed by Mr. Newsome for attendance, Mr. Russell for IT Tech and Mrs. Quisano for Business Manager. The last one to sign the form will be the registrar after all other signatures have been obtained.
14. Please note that the turnaround time from handing in the form to being able to pick it up Or be mailed is 72 hours or 3 school days not including weekends or holidays.
15. Ms.Carter, Registrar: 619.546.0000 x 2712 or email ccarter@e3civichigh.com