



**Del Mar High School**  
*"Where Second Chances Happen"*  
A California Model Continuation High School

## *Transcript Request*

### **TRANSCRIPT REQUESTS (REQUIRED INFORMATION):**

A written request can be done by mail or by coming into the Student Center and filling out a request form. If you are mailing a written request please include the following:

1. Full legal name when enrolled
2. Date of birth
3. Graduation date or last date attended
4. E-mail address or daytime phone number
5. Number of official or unofficial transcripts requested
6. Mailing address and any special delivery instructions
7. Photocopy of valid picture ID (state issued driver's license/identification card, or passport)

**NOTE:** If any of the above required information is not provided, transcript processing will be delayed until all necessary documentation is received.

Transcript fee: First two requested transcripts will be no charge. Any additional transcript request will be \$5.00 per transcript. Make checks payable to Del Mar High School. Your transcript will be mailed within five business days after payment is received.

Please use this form below:

Del Mar High School  
ATTN: Records  
312 S Del Mar Ave.  
San Gabriel, CA 91776

Full legal name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Graduation date or last date attended: \_\_\_\_\_ # of copies: \_\_\_\_\_

E-mail address or daytime phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of Person authorized to pick up transcript if other than yourself \_\_\_\_\_