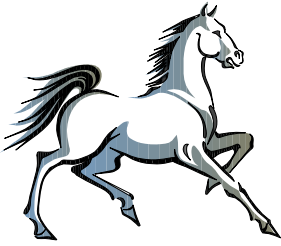


# Mira Costa High School

1401 Artesia Blvd., Manhattan Beach, CA 90266



## \*PAST STUDENT\*

### OFFICIAL RECORDS REQUEST

**ALLOW AT LEAST 2 BUSINESS DAYS FOR PROCESSING**

*CURRENT MCHS students: Please appear in person at the STUDENT STORE to fill out the Official Records Request form for current students.*

*PAST STUDENTS: Please mail this form to MCHS along with items 1 & 2 from below.*

*AGENCIES: This is a student form. You should submit your own request.*

**A high school diploma is a decorative document and cannot be replaced.**

**The legal document of a high school education / graduation is an official transcript.**

**Records are kept indefinitely. At this time, records are not available electronically.**

**Unofficial transcripts are NOT available for past students.**

#### **Return this form with:**

1. a \$5.00 payment **\*\*\* PAYABLE BY CHECK ONLY \*\*\*** for each item ordered AND
2. For every two records ordered, include a #10 standard business-sized envelope stamped and pre-addressed to your recipient with your return address in upper left corner. Please fold into "thirds" for mailing. Two official transcripts will fit into one standard business-sized envelope; for three or more documents, be sure to include enough stamped envelopes.
3. Mail above items 1 & 2 in another envelope, stamped & addressed to:

**Mira Costa High School  
 Attn: Registrar  
 1401 Artesia Blvd.  
 Manhattan Beach, CA 90266**

**\*\*\* We strongly suggest that all requests be mailed. Include this form, payment and return envelope(s). \*\*\***

If you choose to deliver this form in person, the only method of payment accepted is personal check or money order & YOU MUST INCLUDE A PRE-ADDRESSED, STAMPED ENVELOPE.

Please plan ahead – transcripts are processed twice weekly and expedited services are not available.

**NOTE: Age 18 +:** parents may not request your school records for you unless you are a dependent as defined in Section 152 of the Internal Revenue Code of 1954. (CA Ed Code § 49076)



\_\_\_\_\_  
Print name used while in attendance

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Today's Date

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

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Signature

Quantity: \_\_\_\_\_ \$5. ea. Official Transcript  
 \_\_\_\_\_ \$5. ea. Immunization records only