



High School Diploma and High School Equivalency (HSE) Transcript Requests

Transcript Ordering Options:

Option 1: In Person

Note: The student must be present and their photo identification is required to order transcripts in person.

- Fill out the Transcript Request Form (see attached forms below)
- Pay fees (see fee schedule below)
- Allow 3-5 business days for processing

Option 2: Requests by Mail

Please send a written request with the following information:

- Name you used at the time of attendance
- Birth date
- Phone Number
- Address or organization to whom you want transcripts mailed
- Indicate if transcript request is for a High School Diploma or High School Equivalency (HSE)
- Social Security Number (only for High School Equivalency)
- Date of Attendance / Date of High School Equivalency Exam

Note: please include a photocopy of your state issued identification

Transcript requests require **three - five business days for processing**. Please enclose a money order payable to: Lynwood Community Adult School

Mail your request to:

Lynwood Community Adult School
ATTN: Records
4050 E. Imperial Hwy.
Lynwood, CA 90262

Fees for Transcripts:

- High School transcripts: \$10.00
- Additional High School Copies: \$5.00
- High School Equivalency (HSE) Transcripts: \$10.00
- Additional High School Equivalency (HSE) Copies: \$5.00