

El Dorado Union High School District
Oak Ridge High School
Request for Transcripts

For all transcripts requested to be sent by US mail to colleges, scholarship programs, or to other organizations:

- Please provide a properly addressed envelope with adequate postage.
- No transcript fee will be charged to current students.
- Graduates will receive the first two copies of their transcript free of charge. Additional copies for graduates are \$1.00 each.
- **Please attach the stamped addressed envelope(s) to this *Request for Transcripts* form.**

Student Name: <small>(Name used in High School)</small>		Today's Date:	
Student Date of Birth:		Student ID #:	
Student Phone#:		Year of Graduation:	

U.C. and C.S.U. Campuses- DO NOT NEED TRANSCRIPTS SENT WITH APPLICATION

- ✓ Select One: Current Transcript
- RUSH:** Current Transcript: Reason: _____
- Mid-Year Report – after First Semester grades are recorded
- Final Transcript – After graduation / second semester, grades are recorded.

- ✓ Needed for: College Employment
- Scholarship Other

Number of Transcripts Needed:	Official:		Unofficial:	
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- ✓ Choose One: Pick up at school
- Mailing requested
- Fax/Email: (Provide fax #, name of institution, and contact person)
- Name of Institution: _____
- Name of Contact: _____
- Fax Number/Email: _____

Please attach the stamped addressed envelope(s) to this *Request for Transcripts* form.

Mail Transcript(s) to: Name of School/Program, Address, City, State, Zip Code

<p>1. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>2. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>4. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

FOR OFFICE USE ONLY							
Date Mailed		Initials		Fee's Paid		Initials	