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

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 transcripts free of charge. Additional copies for graduates are $1.00 each.
- Please attach the stamped and addressed envelope(s) to this Request for Transcripts form.

Student Name:			
Today's Date:		Student Date of Birth:	
Student Phone #:		Year of Graduation:	

UC AND CSU 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: _____

Choose One:

- ❑ Pick up at school
- ❑ Mailing Requested
- ❑ Fax/Email: (Provide fax number, name of institute, and contact person)

  Name of Institution: _____

  Name of Contact: _____

  Fax Number/Email: _____

Please attach the stamped and addressed envelope(s) to this *Request for Transcripts form*
Mail Transcript(s) to: Name of School/Program, Address, City, State, Zip Code

1. _____
   _____
   _____
   _____

2. _____
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3. _____
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4. _____
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