

# ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Transcript requests can take up to a week to process (according to office workload). If you want your transcript sent from our office, you must provide a stamped envelope addressed to the college or institution of your choice. Use your own home address as the return address. *(see sample below)*

The first two transcripts you request after graduating are provided free of charge. After two transcripts, the cost is \$3.00 each. Exact change must be provided. Checks are not accepted.

Special Note: If you have already requested to have transcripts sent to a college or institution, a request to re-send will not be processed unless you provide written proof (such as an email) indicating the institution did not receive your transcript.

## ADELANTE HIGH SCHOOL TRANSCRIPT REQUEST

*For office use only*

Completed by: _____ date _____
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**Transcripts are official documents and are signed and sealed by the School Official. NOTE: Transcript requests can only be released to the student when requested in writing, or a parent / guardian if the student is under 18 years of age.**

Name on Transcript: \_\_\_\_\_

\* **Legal Name at time of Graduation, LAST FIRST MIDDLE**

Date Of Birth: \_\_\_\_\_ Graduation / Withdrawal Date: \_\_\_\_\_ School \_\_\_\_\_  
*(MUST Indicate and Circle one)*

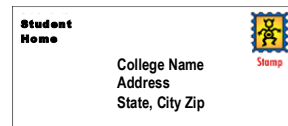
**Mark all that Apply (There is a \$3 charge for every official copy.) TOTAL # of transcripts being requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Number of official Transcripts requested<br><input type="checkbox"/> Number of Unofficial Transcripts Requested<br><input type="checkbox"/> Please wait for final grades<br><input type="checkbox"/> NCAA registration request | <input type="checkbox"/> <b>No Test Scores Printed On transcript *</b> (Current students only)<br><input type="checkbox"/> I will pick up my transcript(s) at Adelante School Office<br><input type="checkbox"/> I give permission for my parent to pick up transcript(s)<br><input type="checkbox"/> Please mail my transcript(s) in the envelope/s provided*** |
|---|--|

Must provide printout copy of your clearinghouse form

**\*\*\*Attach an addressed and stamped envelope for each request**

\*Transcripts include grades, credits and test scores  
 (A.P., SAT, ACT, CST, CAHSEE)



→ Example of Envelope

**Important Notice: 24 hour turnover process is required, no on-demand requests.**

For our records, please provide the name and address of the college or institution you would like your transcript/s to be sent to. *Stamped envelopes must be complete and attached to this form (example above).*


*Use back page if necessary*

Student Signature \_\_\_\_\_ Cell # \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_  
First & Last Name

Parent Signature \_\_\_\_\_ (**Mandatory** if student is under 18 years of age) Date \_\_\_\_\_  
First & Last Name

**Note: Students that have outstanding fines on file must take care of and pay all outstanding fines. Requests will be delayed until fines are paid. To expedite your request, please make sure all of your information is accurate.**