CHINO VALLEY
UNIFIED SCHOOL DISTRICT
Student Achievement • Safe Schools • Positive School Climate
Humility • Civility • Service

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Student Support Services

TRANSCRIPT REQUEST

Date Requested: _____ Date of Birth: _____

Full Name: _____ _____ _____
First M.I. Last

Also Known As (AKA) or Maiden Name: _____

Home Address: _____ Daytime No.: _____

_____ Cell Phone No.: _____

Email Address: _____ School: _____

What are you requesting?

☐ Transcript Year _____ Did you graduate? ☐ Yes ☐ No

☐ GED Year _____ If GED was received 1990 through 2014 contact GED Testing Services at 916-445-9438. For GEDs received after 2014, contact your GED Vendor.

☐ Other (Describe) _____

Note: CVUSD does not maintain copies of diplomas as they are not part of the official student record. If you have not yet picked up your diploma, contact the school directly.

How many? Official (sealed) _____ Unofficial _____

Delivery Method:

☐ Pick-up from Student Support Services ☐ Email (unofficial only)

☐ U.S. mail to home (address above) ☐ U.S. mail to other address (list below):

_____

_____

_____

A government issued photo identification card or student identification card with photo must be presented with each request

Parents have certain rights with respect to their children's education records. These rights transfer to the student when student reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have transferred are "eligible students." Written permission must be obtained from the parent or eligible student in order to release any information from a student's education record. (20 U.S.C. S 1232g; 34 CFR Part 99) Allow five (5) business days for processing. (AR 5125 (g))

FOR OFFICE USE ONLY

DATE TRANSCRIPT PICKED UP/SENT: _____

LIC. # OR OTHER FORM OF ID: _____ **ID VERIFIED BY:** _____