FLORIN HIGH SCHOOL
7956 Cottonwood Lane, Sacramento, CA 95828
(916)689-8600
FHStranscripts@egusd.net

Request for Transcript

STUDENT INFORMATION

_____ _____
Last First Mi Maiden or Other Names Used (if applicable)

_____ _____
Street Address Date of Birth

_____ _____
City State/Zip Daytime Phone Number

_____ _____
Email Address Student ID #

_____
Year of Graduation or Last Date of Attendance **CURRENTLY ENROLLED:** ☐ Yes ☐ No

☐ **Will Pick Up:** _____ **Alternate Pick-up Person:**_____
☐ **Please mail transcripts to the following address(es):**

School Name: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____

School Name: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____

ALUMNI:

PLEASE CHECK ALL THAT APPLY:

☐ Official Transcript $5ea. # of Copies: _____ ☐ Unofficial Transcript $3 ea. # of Copies: _____

I hereby authorize the release of my transcripts to the above-named institution or organization.

_____ _____
Signature Date

Please provide copy of Photo ID when submitting electronically

CURRENT STUDENTS:

PLEASE CHECK ALL THAT APPLY:

☐ Official Transcript $4ea. # of Copies: _____ ☐ Unofficial Transcript (Free) # of Copies: _____

I hereby authorize the release of my son's/daughter's transcripts to the above-named institution or organization.
(Parent signature is required if student is UNDER 18 years of age)

_____ _____
Student Signature Date

_____ _____
Parent Signature Date

NOTE: NO REFUNDS. Payment required at time of order.
Please allow up to 10 business days after receipt of completed form for processing

NO REFUNDS

OFFICIAL TRANSCRIPT REQUEST FORM INSTRUCTION

Complete all sections of the attached form as indicated below:

- Clearly print your complete name and any other names you may have used while in attendance at Florin High School.

- Clearly print your mailing address or college mailing address including zip code in the spaces provided. Indicate your daytime telephone number and email address. If you need more than 2 transcripts mailed, please attach another page with the additional addresses.

- Check whether you will be picking the transcript up from our office or if the transcript will be mailed. For pick-ups, please indicate the date you would like to pick up your transcript. (Allow 10 business days for processing)

- Indicate the number of each type of transcript requested: Official Transcripts are stamped and sealed copies of your transcripts. An Unofficial Transcript is a printout of your grades. Please contact the registrar if you are unsure which one you need.

- Please provide a copy of the front of your Driver's License or State ID when submitting electronically. Proof of ID will also be required at time of pick-up. If you are unable to pick up, please provide the name of the person who will pick up for you. Their Driver's License is required for pick up.

- Provide your hand-written signature. Your signature authorizes the release of the transcript

- BOTH STUDENT AND PARENT'S SIGNATURES ARE REQUIRED IF UNDER 18 YEARS OF AGE.

- All transcripts will be processed within 10 business days.

- Payment at time of order required. No personal checks please. No refunds.

If you have any questions, please contact the Registrar's Office at 916-689-8600.