

**EL CAMINO REAL CHARTER HIGH SCHOOL
REQUEST FOR TRANSCRIPTS**

Name while attending ECR: _____ LAST _____ FIRST _____

Birthdate: _____

Are you a current student at ECR? Yes _____ Grade: _____ No _____ Checked out/ graduated _____

NUMBER OF TRANSCRIPTS NEEDED

Official transcript(s) x \$3.00 per copy _____

Unofficial transcript(s) x \$2.00 per copy _____

(If you are a current student, please go to your counseling office to purchase unofficial transcripts)

Other (please specify) _____ x \$ _____ per copy

* Please allow 2 days processing time for your transcript request.

PAYMENT IS DUE UPON REQUEST.

*****CASH ONLY!!!**

* RUSH ORDERS ARE \$5.00 PER COPY. RUSH ORDERS ARE

NOT DONE ON THE SPOT; THEY WILL BE DONE BY THE END OF THE DAY OR THE FOLLOWING MORNING. **RUSH IS NOT AVAILABLE ON MAIL REQUEST. PICK-UP ONLY!!!

ATTENTION: Only the student or the Parent/Guardian of the student may order/pick up transcripts. Please have ID ready when you order and pick-up transcripts. If your name does not match our records as the Parent/Guardian of the student, we will not release the records to you. Failure to pick up in a timely manner may result in your transcripts being discarded. Thank you!

SIGNATURE _____ DATE _____

PLEASE CHECK HERE IF YOU NEED TRANSCRIPTS MAILED OUT-
WRITE MAILING INFO ON BACK ©

OFFICE USE ONLY:

Pod _____ Faxed _____ Mailed _____ Processed _____
By _____

PICK UP ON:

M T W TH F Mail RUSH

MAILING INFORMATION

Please mail my transcript to the following:

School/Institution (if applicable): _____

Attention/To: _____

Street Address: _____

City _____ State _____ Zip _____

This address is (circle one): School Home Other

* If you have multiple locations, please use a separate sheet of paper with the mailing information and staple it to this form.

Please fax my transcript to the following: (This option is only for special circumstances when a school requests a transcript to be faxed. I do not normally do faxes. I may not fax records if I do not feel it is necessary.)

Attention/TO: _____

Fax #: _____

Please provide a phone number where you can be reached at for questions or concerns regarding your order.

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