

OFFICIAL TRANSCRIPT REQUEST FORM INSTRUCTION

Complete all sections of the attached form as indicated below:

Section

- 1 – 2 Clearly print your complete name and any other names you may have used while in attendance at Florin High School.
- 3 Clearly print your current mailing address in the spaces provided. Indicate your daytime telephone number and email address.
- 4 – 5 Indicate your student ID and Date of Birth.
- 6 – 7 Provide your hand-written signature. **THE STUDENT’S SIGNATURE IS REQUIRED AND PARENT SIGNATURE IF UNDER 18 YEARS OF AGE.**
Transcripts will be issued only at the request of the student and parent if under the age of 18. These signatures authorize the release of the transcript.
- 8 Indicate the number of transcripts requested and the type of service requested:
REGULAR Processing – Transcripts will be processed within 5 – 15 working days. **This does not include mailing time. Official transcripts cannot be faxed and are sent by US Mail.**
RUSH Processing – Requests received by 1:00PM will be processed within 2 – 3 working days. **This does not include mailing time.** Rush processing is an additional \$1.00, per 10 transcripts.
- 9 Amount due: Use the charts below to determine the amount due.

TRANSCRIPT FEES – Regular Processing (5 – 15 working days)

Number of Transcripts	1	2	3	4	5	6	7	8	9	10
Cost	\$2	\$4	\$6	\$8	\$10	\$12	\$14	\$16	\$18	\$20
Number of Transcripts	11	12	13	14	15	16	17	18	19	20
Cost	\$22	\$24	\$26	\$28	\$30	\$32	\$34	\$36	\$38	\$40

TRANSCRIPT FEES – Rush Processing (2 – 3 working days) and additional \$1 charge per transcript

Number of Transcripts	1	2	3	4	5	6	7	8	9	10
Cost	\$3	\$6	\$9	\$12	\$15	\$18	\$21	\$24	\$27	\$30
Number of Transcripts	11	12	13	14	15	16	17	18	19	20
Cost	\$33	\$36	\$39	\$42	\$45	\$48	\$51	\$54	\$57	\$60

- 10 Check whether you will be picking the transcript up from our office or the transcript will be mailed. **Clearly print** the complete mailing address for your transcript, including zip code. Also, indicate if this transcript should be sent to the attention of a specific party or department. If you are requesting copies be sent to more than on address, please fill out a separate request form for each address.
- 11 **Clearly indicate** if you want your request “held”.

******TO ORDER TRANSCRIPT******

Alumni only

Complete form: enclose payment and mail to address on transcript form.

If you have any questions, please contact the Registrar’s Office at 916-689-8600, ext. 6010