

PALMDALE HIGH SCHOOL – RECORDS OFFICE

2137 East Ave. R, Palmdale CA, 93550 | Ph: 661.273.3181ext.110 | email: msalcedo@avhsd.org

TRANSCRIPT/DIPLOMA REQUEST FORM

Note: Please be advised that requests may take up to 5 business days for processing and grades and transcripts will be withheld for charges or fees owed according to Education Code 48904.

- A copy of your current photo ID must be attached to this form.
- Payment in the amount of \$8.00 per transcript or \$35.00 for diploma must be included with this form. Payment can be made in Cash or Money Order (Payable to Palmdale High School), and no Personal Checks. Students that graduated 1998/99 or later should use the website www.parchment.com to order transcripts.

Mail completed requests to **Palmdale High School, Attn: Records Office, 2137 E. Ave. R, Palmdale, CA 93550**

Signature of Person requesting transcript/diploma: _____ Date: _____

STUDENT INFORMATION: (Please Print)

Name (as it was on school records): _____

Current Name: _____ DOB: _____

Phone Number: _____ E-Mail: _____

Please indicate one below:

Graduation Year _____ or **IF NOT** a Graduate, Last Year Attended _____

REQUESTED DOCUMENTS: (Cash or money order only)

Transcripts: Official Copy (\$8.00) Quantity _____ Diploma: (\$35.00)

FORM OF DELIVERY:

I will pick up (current Photo ID required)

Please fax to: Company Name (if any) _____

Attention: _____ Fax Number _____

*****Note-only unofficial transcripts will be faxed*****

Please mail to: **Self / Name of School / Institute / Agency**

Street Address

City

State

Zip Code

**** Please note OFFICIAL copies are sealed in an envelope, and once opened they are unofficial****

I authorize the following person to pick up the above mentioned documents:

*****Current Photo ID is required of the person authorized to pick up documents*****

(Name of person authorized to pick up your transcript)

With your signature you are authorizing the person indicated above to pick up a copy of your transcript.

Signature of Authorization

Date