

PALMDALE HIGH SCHOOL – RECORDS OFFICE

2137 East Ave. R, Palmdale, CA 93550 | Ph: (661) 273-3181 ext. 110 | email: rgorman@avhds.org

TRANSCRIPT REQUEST FORM

Note: Requests may take up to 5 business days for processing. 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 \$40.00 for diploma must be included with this form. Payment can be made in 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 _____

Indicate one: Graduation Year _____ or **IF NOT** a Graduate, last year attended _____

REQUESTED DOCUMENTS: (money order only)

Transcripts: Official copy (\$8.00) Quantity _____

Diploma (\$40.00)
includes shipping

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 the documents _____

With your signature you are authorizing the person indicated above to pick up a copy of your document(s).

Signature of Authorization

Date