

# PALMDALE HIGH SCHOOL – RECORDS OFFICE

2137 East Ave. R, Palmdale, CA 93550 | Ph: (661) 273-3181 ext. 110 | email: [jmportillo@avhsd.org](mailto:jmportillo@avhsd.org)

## TRANSCRIPT / DIPLOMA 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 \$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](http://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: (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 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