

# COSUMNES OAKS HIGH SCHOOL TRANSCRIPT REQUEST

Please complete this form and have it signed by your parent/guardian. Alumni transcript requests only require student signature. Payment may be made at the Student Store during lunch or the Controller's window after school (cash or check only). Allow at least two days for processing this request. Transcripts after Term 4 will be mailed out by the end of June. Keep in mind that colleges do not post most transcripts until after July 15th.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Grade \_\_\_\_\_ Graduation Year \_\_\_\_\_

Check one or more options below:

- Mail official transcript(s) directly to the following institution(s). **Price per transcript - \$2**

Name of Institution	
Address	
Address	
City, State, Zip	

Name of Institution	
Address	
Address	
City, State, Zip	

Name of Institution	
Address	
Address	
City, State, Zip	

- Submit electronically to my Counselor for Common Application. **Price - Free**

Counselor's Name: \_\_\_\_\_

- Student or parent/guardian will pick up copy or copies of the transcript (photo ID required for pick up). **Price - \$2 per official transcript, Unofficial - Free for current students**

**Copies Requested:** \_\_\_\_\_ **Circle One:**    Official            Unofficial

I hereby authorize the release of my student's transcripts to the above named institution or to my child.

\_\_\_\_\_  
Parent/Guardian's or Alumni Signature

Date \_\_\_\_\_

**Please Note:** One free final senior transcript will be provided to each senior upon request in the months of May or June of the graduation year. Transcripts that have not been picked up within 30 days will be destroyed and no refunds or replacements will be issued.

**Date Processed** \_\_\_\_\_