

# COSUMNES OAKS HIGH SCHOOL TRANSCRIPT REQUEST

Please complete this form. Have parent/guardian sign if student is under 18 years old. Turn in form and pay at the Student Store during lunch or the Controller's window after school (cash or check only)  
 Price -\$2 per transcript (Unofficial – Free for current students). Allow at least two days for processing

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Today's Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Current Grade \_\_\_\_\_ or Year Graduated \_\_\_\_\_

**Total Transcript(s) Requesting:** \_\_\_\_\_ Official \_\_\_\_\_ Unofficial \_\_\_\_\_

**Check one delivery option below:** (Additional addresses may be written on back)

**Mail official transcript(s)** directly to the following institution(s)

Name of Institution	
Address	
City, State, Zip	
Attention	

Name of Institution	
Address	
City, State, Zip	
Attention	

Name of Institution	
Address	
City, State, Zip	
Attention	

**NCAA Upload**    NCAA ID Number \_\_\_\_\_

**Pick up** Registrar/Administration building (photo ID required for pick up)

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

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian or Alumni Signature

**Transcripts not been picked up within 30 days will be destroyed. No refunds or replacements will be issued.**    Seniors- Do not use this form for free final transcript.

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