

TRANSCRIPT/RECORDS REQUESTS DURING THE SUMMER

- **For recent graduates of the Class of 2017 only:** please email the registrar Ms. Li at vli@sandi.net if you would like your final transcript to be sent to your college.

For all other students or former students:

The **Quality Assurance Office (QAO)** will continue to provide transcripts/graduation verifications/secondary report cards when school sites are closed for the summer.

Walk-in assistance will be available from June 20 to August 14, 2017 – Monday through Friday from 9:00 a.m. to 2:00 p.m.

A picture ID is required for all transactions.

The ability to provide documents is **limited** to the following electronic records:

- Transcripts (Official and Unofficial) 1991- present.
- Diploma Verification Letters 1959 to present
- Report Cards - Elementary 2006/7 to 2013 *
- Report Cards – Secondary 2006/7 to present

Contact

San Diego Unified School District Quality Assurance Office
4100 Normal Street
Annex 10
San Diego, CA 92103
619-725-7211