

ON LINE TRANSCRIPT REQUEST FORM

Today's date _____

Number of Copies needed _____

Directions for GRADUATES OR PAST STUDENTS

1. Fill out this form COMPLETELY and RETURN the COMPLETED form to Patrick Henry High Registrar's office. (mail/FAX/drop it off)
2. Completed transcripts will be mailed, faxed or ready for **pick up (usually) one work day following the receipt of the request.**
3. After your initial 2 free copies there will be a \$3 charge for each copy processed. You will be billed accordingly. CASH or MONEY ORDER only, NO CHECKS can be accepted.

Directions for CURRENT Patrick Henry Students

1. Put **completed form** in the "completed forms box" outside of the **registrar's office.**
2. After your first three (3) **FREE** transcripts there will be a \$1.00 charge for each copy you request.
3. (cash/money order ONLY No checks please)
4. Please provide a stamped addressed envelope for any transcript to be mailed out from the site.
5. **Transcripts are usually ready for pick up AFTER 2 PM one work day AFTER receiving your request.**

OFFICIAL COPY SIGNED & **EMBOSSSED** WITH the OFFICIAL SEAL and SIGNATURE. It is in a sealed envelope and cannot be faxed.

UNOFFICIAL COPY NOT signed NOT embossed NOT in an envelope and can NOT be faxed.

(Ladies your Maiden Name)

Your NAME _____

Date of birth _____

Are you a CURRENT Henry Student ??
YES NO

CURRENT PHONE# _____

CURRENT ADDRESS : _____

CURRENT Henry students ONLY - Please SEND my TRANSCRIPT VIA **NAVIANCE**
**** Naviance is used for CURRENT students and is only used for a COMMON APPLICATION college!**

I am a CURRENT Henry student, please give my TRANSCRIPT to my counselor to be included with a recommendation &/or application I have already provided.

PLEASE ALLOW another person _____ to pick up my transcript after 2 PM on the next work day.

PLEASE SEND TRANSCRIPT VIA U.S. MAIL using the stamped addressed envelope I have provided.

Please hold for me to pick up at Henry tomorrow AFTER 2 PM or next work day. Please FAX to : _____

No envelope provided please mail to: _____

Your signature is required for processing.

**Patrick Henry High School
Registrar's Office
6702 Wandermere Drive
San Diego, Ca 92120**

**619-286-7700 ext #2223
FAX – 619-582-2524**