

Requesting High School Transcript(s)

Requests are processed within 48 hrs of receipt

Transcript(s) are \$3.00 per copy (cash, cashier's check or money order **only**). Graduation verification from third parties is also \$3.00.

To request your transcript in person the hours/days are Monday – Friday, 9:00 a.m. – 4:00 p.m. Please bring photo ID.

To request transcript(s) through mail please mail in \$3.00 (made out to Delta High School) and a copy of photo ID along with this form.

Please send requests to:

Delta High School
4893 Bethany Lane
Santa Maria, CA 93455

If you would like to have someone come and pay for and/or pick-up your transcript you may email your request along with a scanned photo ID and the name of the person who will be coming in to rstefono@smjuhsd.org.

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Date: _____ Number of copies: _____ Adult Ed _____ Delta High School _____

Name while attending school: _____

DOB: _____ Graduated: Yes _____ NO _____ Year _____

Phone Number: _____ Fax Number: _____

(No charge for unofficial copy)

Mailing address for transcript: _____

Signature: _____