

Records Request Form Instructions:

1. Complete entire form.

- “Student Information” section must be filled out completely.
 - If unsure of date of last attendance or graduation date, please give an estimate or time frame on when you last attended or graduated.
- Choose a “Type of Request”.
 - Official Transcripts – records sealed in an envelope; unofficial if opened.
 - If requesting items to be mailed out, a separate self-addressed stamped envelope must be provided for each item.
- At least one “Retrieval Specification” must be chosen.
 - If someone else besides yourself will be picking up the item(s), indicate his/her name in the statement “I give my permission for _____ to pick up my records”.
- Print name, sign and date the bottom of the form.
 - Wet signature required.
 - **NO ELECTRONIC SIGNATURES.**

2. Must provide a photo ID to authenticate your identity.

3. Payment by Cash or Money Order – No Checks.

Please note:

- **Transcript- provides list of classes and credits toward a High School Diploma.**
- **GED Score Report –Please visit GED.com for more information on obtaining your GED Score Report.**



TORRANCE ADULT SCHOOL RECORDS REQUEST FORM

*Please allow up to 5 business days to process records requests -
this includes transcripts and letters (school verification, attendance, etc.)*

STUDENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE
<u>NAME USED IN SCHOOL (IF DIFFERENT FROM ABOVE):</u> (maiden name, legal name, nickname, etc...)		
LAST NAME	FIRST NAME	MIDDLE
CURRENT ADDRESS	STREET	APT
CITY	STATE	ZIP
BIRTHDATE	DAYTIME PHONE NO.	EMAIL
DATE OF LAST ATTENDANCE	GRADUATION DATE	

TYPE OF REQUEST

Select Those That Apply and Complete All Fields
****CASH OR MONEY ORDER ONLY****

Transcripts (fees noted below)

- 2000-Present (\$5 each copy)
Quantity: Official _____ Unofficial _____
- 1950-1999 (\$20 initial copy; \$5 each additional copy)
Quantity: Official _____ Unofficial _____

Attendance Report (no charge)

Start Date: _____ End Date: _____

Letter from Counselor (no charge)

Reason for Letter: _____

GED Score Report: Please visit GED.com to request score reports.

RETRIEVAL SPECIFICATIONS

- | | |
|---|--|
| <input type="checkbox"/> I will pick up my records.

<input type="checkbox"/> I have included a self-addressed, stamped envelope to mail my records for each item requested.
ex. 1 official transcript & 1 office transcript = 2 envelopes | <input type="checkbox"/> Please email my UNOFFICIAL records to:

<input type="checkbox"/> I give my permission for
to pick up my records. |
|---|--|

I, _____ HEREBY AUTHORIZE THE RELEASE OF MY SCHOLASTIC RECORDS AND HEREBY WAIVE ALL LIABILITY OF THE TORRANCE UNIFIED SCHOOL DISTRICT FOR RELEASING THE SAME.

SIGNATURE: _____ **DATE:** _____

FOR OFFICIAL USE ONLY

Total Fee: _____	Date Paid: _____	Comments: _____	Government or School ID Check: _____
Received on: _____	Received By: _____	Mailed on: _____	Emailed on: _____
To EVREX: _____	Comments: _____	Completed by: _____	