

Request for Transcripts

Los Gatos High School

20 High School Ct., Los Gatos CA 95030

Date: _____

Name of Student: _____
First M.I. Last Maiden Name (if applicable)

Date of birth: _____ Phone: () _____ Email: _____

Campus attended: LGHS NOVA/Valor Middle College/College Advantage Independent Study

Year you graduated from high school or what year you will graduate: _____ **Did not** graduate from LGHS.

1. Quantity and type of transcript requested (Check one or more of the boxes below):

- Official** Transcript (sealed in an envelope; to be opened by recipient only) Number of copies: _____
- Unofficial** Transcript (not sealed in an envelope) Number of copies: _____
- Emailed** Transcript (provide email address below) Number of copies: _____

2. Cost: (Make checks payable to LGHS. Credit cards will not be accepted)

- \$3.00 per transcript – current LGHS students
 - \$5.00 per transcript – former students and graduates
- (Include a check or cash for the total number of transcripts requested)

Total amount enclosed: \$ _____

3. If you will be picking up your transcript, please provide date & time below:

(If the student or grad is 18 or over, he/she must give (written or verbal) permission for anyone else to pick up the transcript.)

Pick up date: _____ Pick up time: _____


4. If you want the registrar to mail or email your transcript, please complete the below items:

- Attach a completed business envelope for each transcript. (Peel & stick envelope preferred)
- Make sure to use **current postage on each envelope you have attached.**
- **Send transcript(s) to:** (Name of college/organization and/or email address of recipient)

1. _____ 3. _____

2. _____ 4. _____

Sample Envelope: (Use black or blue ink only. Don't use pencil!!)

Leave this area blank	Current Postage → or Forever Stamp	
Name of College, Business or Person Attention: (Office of Admissions or contact name) Address City, State, Zip		

For office use only:

Date mailed: _____

Date emailed: _____

Date picked up: _____

Paid: Cash \$ _____

Check # _____