

## 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 photocopy of 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](http://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
<b><u>NAME USED IN SCHOOL (IF DIFFERENT FROM ABOVE):</u></b> (maiden name, legal name, nickname, etc...)		
LAST NAME	FIRST NAME	MIDDLE
CURRENT STREET ADDRESS	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](http://GED.com) to request score reports.**

\_\_\_\_\_

\_\_\_\_\_

**RETRIEVAL SPECIFICATIONS**

- I will pick up my records.
  - I have included a self-addressed, stamped envelope to mail my records for each item requested.  
ex. 1 unofficial transcript & 1 official transcript = 2 envelopes
  - Please email my **UNOFFICIAL** records to:  
\_\_\_\_\_
  - I give my permission for  
\_\_\_\_\_
- to pick up my records.

I, \_\_\_\_\_, HEREBY AUTHORIZE THE RELEASE OF MY SCHOLASTIC RECORDS AS NOTED ABOVE AND HEREBY WAIVE ALL LIABILITY OF THE TORRANCE UNIFIED SCHOOL DISTRICT FOR RELEASING THE SAME.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
Total Fee: _____	Date Paid: _____	Comments: _____	Government or School ID Check: _____
Received On: _____	Received By: _____	Mailed On: _____	Emailed On: _____
To EVREX: _____	Comments: _____	Completed By: _____	