

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 or Official GED Score Reports – 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 – list of scores received on exam and pass/no pass status on GED exam.



**TORRANCE ADULT SCHOOL
RECORDS REQUEST FORM**

*Please allow up to 5 business days to process records requests - this includes transcripts,
GED Score Reports, 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 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)
Qty: Official _____ Unofficial _____
- 1950-1999 (\$20 initial copy; \$5 each additional copy)
Qty: Official _____ Unofficial _____

Attendance Report (no charge)

Start Date: _____ End Date: _____

Letter from Counselor (no charge)

Reason for Letter: _____

GED Score Reports (\$5 each copy)

Year Taken: _____
Qty: Official _____ Unofficial _____

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: _____

FOR OFFICE 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: _____	