

GARDEN GROVE UNIFIED SCHOOL DISTRICT
 Office of Records Management
 10331 Stanford Ave
 Garden Grove, CA 92840
 (714) 663-6514

A copy of a valid picture ID is required with request

Money order, cashier check or cash only; no personal checks accepted

TRANSCRIPTS & RECORDS REQUEST FORM

(PLEASE READ THE BACK SIDE BEFORE FILLING OUT FORM)

PRINT LEGIBLY

1. Name (Current):			2. Name used in school: *		
_____	_____	_____	_____		
Last	First	Middle			
3. Current address:			4. Social Security #:		
_____			_____		
Number & Street			Apt. No.		
_____			_____		
City			State		Zip Code
6. Telephone #:		7. Year graduated or left:		8. School last attended in GGUSD:	
() _____		_____		_____	
Area Code					
9. Send Transcripts/Records To:			<u>Type of Records Requesting & Fee:</u>		
Name of Institution: _____			(Please circle)		
Attention: _____			Transcripts: Official \$5.00		
Street address _____			Transcripts: Unofficial \$5.00		
City, State, Zip Code _____			Special Education Records \$5.00		
			Immunization Record \$3.00		
10. Student's Signature:					
(Parent's signature if student is a minor)					

<i>Signature Authorizes Release of Records</i>					
FOR OFFICE USE ONLY:					
TYPE OF ID #: _____		DATE RECEIVED: _____			
ID NUMBER: _____		AMOUNT PAID: _____			
VERIFIED BY: _____		DATE PROCESSED: _____			

* If you have changed your name since attending our schools, other than through marriage, please send a copy of the legal document showing both your old name and your new name. We will not process your request without it. Legal documents can be copy of Naturalization Certificate (front & back side) or Court document stating the name change.

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All records requests are mailed. We do not fax records. Records may be picked up by appointment only and you must show valid, government-issued, picture identification. Please no walk-ins without an appointment. Processing time for records requests is approximately 1 week.

All fees are to be paid by cash, money order or cashier's check. No personal checks accepted.

Adults must request their own transcripts. In order to comply with privacy laws, proof of identification is required. Parents can request their child's transcripts to be mailed directly from the Records Office to a college or other school. This is the only exception.

Transcripts/Student Records can be requested directly at the school site if it has been less than 5 years since the student last attended our schools. If it has been more than 5 years, a written request will have to be made at the District's Records Office.

Official transcripts must be mailed directly to a college, employer, or requesting agency from the Records Office. An individual cannot receive an official transcript.

Unofficial transcripts may be mailed to an individual.

GED Test Records from 1971 – 2010 can be obtained at the State Educational Testing Services (ETS) - GED Records Center. Toll-free (866) 370-4740 or website at www.cde.ca.gov/ta/tg/gd

Diplomas can be special ordered from this office. Only you can request your diploma. Diplomas cannot be sent to anyone but you. Please allow 4-6 weeks for delivery. We can no longer order diplomas for Lake & Mendenhall high schools.

Special Education Records: Adults over 18 must request their own special ed. records. Proof of identification is required. No one else can request your records unless they have a court order showing legal guardianship.