

# Walnutwood High School

## Transcript Request Form

Date \_\_\_\_\_

Student Name \_\_\_\_\_ at time of attendance

Date of Birth \_\_\_\_\_ Current Grade \_\_\_\_\_

If Graduated (Not GED), Class Graduation Year \_\_\_\_\_

Type of Transcript Needed Official \_\_\_\_\_ or Unofficial \_\_\_\_\_

*(Official Transcripts show high school credits earned/needed information and are sealed. They become unofficial if the seal is broken)*

Transcripts now have the Option of having shot records included or not. Please check appropriate box:

\_\_\_\_ YES please include shot records

\_\_\_\_ NO do not include shot records

Transcript is to be picked up \_\_\_\_\_ or mailed \_\_\_\_\_

*We do not mail to our current students' residences. Current students can pick up their transcripts in the Registrar's office.)*

If to be mailed, mail to: Street \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **CURRENTLY ENROLLED WALNUTWOOD HIGH SCHOOL STUDENTS**

Currently enrolled Walnutwood High School students may request an official or unofficial transcript by completing this form and returning it to the registrar's office. Since official transcripts require more time to prepare, students are asked to request an official transcript only when required by the school or scholarship. There is no charge for this service for currently enrolled Walnutwood High School Students. It is the student's responsibility to pick up the transcript in the office at Walnutwood High School. They will be ready within 5 school days.

### **FORMER WALNUTWOOD HIGH SCHOOL STUDENTS (GRADUATES)**

*(Not Walnutwood Adult Education)*

Former student may request a transcript any one of 3 ways:

1. Complete this form and return it to the registrar's office
2. Fax completed form to 916-294-2479
3. Mail a written request to:

Walnutwood High School  
Attn: Registrar  
10848 Gadsten Way  
Rancho Cordova Ca 95670

*Requests must include the student's full name at the time they attended Walnutwood High School and the year that his/her class graduated. **Please allow 48 hrs to complete your request.***