

El Dorado Union High School District
Pacific Crest Academy
Request for Transcripts

For all transcripts requested to be sent by US mail to colleges, scholarship programs, or to other organizations:

- Complete this form and return to Joni Cain in person at Pacific Crest Academy or via email at jcain@eduhd.k12.ca.us Call or email with questions (530) 622-6212
- Please allow five business days for processing of transcript requests.

Student Name: (Name used in High School)		Today's Date:	
Student Date of Birth:		Student ID # (if known):	
Student Phone#:		Year of Graduation:	

- ✓ Select One: Current Transcript
- RUSH:** Current Transcript: Reason: _____
- Mid-Year Report – after First Semester grades are recorded
- Final Transcript – After graduation/second semester, grades are recorded.

- ✓ Needed for: College Employment
- Scholarship Other

Number of Transcripts Needed:	Official:		Unofficial:	
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- ✓ Choose One: Pick up at school
- Mailing requested
- Email/Fax: (Provide email address/fax #, name of institution, and contact person)

Name of Institution: _____

Name of Contact: _____

Email/Fax Number: _____

Mail Transcript(s) to: Name of School/Program/Individual, Address, City, State, Zip Code

1. _____ _____ _____ _____	2. _____ _____ _____ _____
3. _____ _____ _____ _____	4. _____ _____ _____ _____

FOR OFFICE USE ONLY

Date Mailed		Initials					
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