

**William S. Hart High School**

**REQUEST FOR OFFICIAL TRANSCRIPT**

Date of request: \_\_\_\_\_

Student's full name: \_\_\_\_\_

Any other names used (maiden): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Graduate ( )                      Non Graduate ( )

Year graduated or last date attended: \_\_\_\_\_

Purpose of the transcript: \_\_\_\_\_

Address where transcript will be sent:                      Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone number:                      (\_\_\_\_) \_\_\_\_\_

Legal signature authorizing release of records **X** \_\_\_\_\_

Number of copies requested:                      Official (sealed) \_\_\_\_\_                      Unofficial \_\_\_\_\_

There is no charge for Official Transcripts used for college or employment for one year following graduation. Official Transcripts for personal use, or after one year of leaving, are \$3.00 (cash or money order). Unofficial transcripts may be requested from student's counselor or in the Registrar's Office during school hours. All transcripts will usually be processed within 24-72 hours.

- Send written request and payment to:

Wm S Hart High School  
Attn: Registrar's Office  
24825 N. Newhall Avenue  
Newhall, CA 91321

- Or fax your request for pick up to FAX (661) 254-1341.  
Indicate who will pick up your request and make payment \_\_\_\_\_

Please allow 24-72 hours, after receipt of your payment, for request to be processed. For questions, call 661-259-7575, ext 129.