El Cerrito High School
TRANSCRIPT REQUEST

Current students are entitled to two (2) transcripts free per school year; thereafter there is a $2.00 fee per transcript.
Former student's transcripts are $5.00 and $2.00 for each additional transcript. Same day transcripts are $6.00

There is no guarantee that you will receive it the same day it could take about 2 – 3 days

TRANSCRIPTS WILL NOT BE SENT UNTIL THE TRANSCRIPT FEE HAS BEEN PAID AND ALL UNPAID SCHOOL FINES HAVE BEEN CLEARED.

DATE_____ School ID# (**if attending ECHS**) _____

Name_____ Grade_____ or Year Graduated_____
LAST FIRST

Birth date_____

How many transcripts? _____

Check One

_____ Pick Up (In main office)

_____ Mail (Put address below)

_____Fax Directly (_____)_____

_____E-mail to : _____

Check One

_____Official (Sealed Envelope)

_____ Unofficial (Unsealed Envelope or pdf)

(If transcript is being mailed)

Name:_____

Address:_____

_____

_____

*Student's signature*_____

Office Use: Owes_____ Paid_____

Comments: _____

Pick Up_____ Mailed_____ Faxed_____