

**\*WE ARE UNABLE TO PROVIDE OFFICIAL RECORDS IF FEES ARE OWED**



**Pacific Career & Technology High School**

6560 Melrose Drive

North Highlands, CA 95660

**Phone** 916-566-2715

**Fax** 916-566-3558

## Request for Transcript or Records

Type of record request:  Unofficial Transcript  Official Transcript  Other: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Must attach documents:

- Picture Identification (of requestor)
- Signed release and picture identification from former student (if requesting for someone else)

If requesting for official transcript, provide the address where to mail (**official transcript can only be mail**): \_\_\_\_\_

### Student Information

Full Name (as it appears on our record): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Month and Year of Graduation: \_\_\_\_\_

If **NOT** a graduate, date of last attended: \_\_\_\_\_

Must attached verification document of name change:

- Marriage Certificate
- Other legal document (specify): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_