

**Steele Canyon High School
A California Charter School
12440 Campo Road
Spring Valley, CA 91978-2331**

TRANSCRIPT REQUEST

Student will pickup/hand carry

- Unofficial Official—sealed in envelope
 Mid-Year Final—after graduation

Date Requested _____

Date Mailed _____

Print name used while attending _____ Student ID Number _____

Social Security Number _____ Date of Birth _____ Telephone # (____) _____

I hereby authorize and consent to SCHS's Custodian of Records

to disclose the records in their possession concerning my education. Student Signature _____

Currently attending Steele Canyon High School -- CEEB Code #053-613

Last attended Steele Canyon High School: Month _____ Year _____ Graduated - Yes - No

NOTE: Transcripts are mailed using this form in a window envelope, so address correctly!

To: _____

*Fee of \$2.00 each transcript
for students no longer attending SCHS.*

Address _____

Paid Amount _____

City, State Zip _____

Cash - Cashiers Check - Money Order

Mail to: ATTN: Registrar
Steele Canyon High School
12440 Campo Road
Spring Valley, CA 91978-2331

**No phoned, faxed, or email requests will be accepted.
Diplomas cannot be duplicated.**

If you live in town and need an official transcript sent, stop by school Monday through Friday between 7:30 a.m. and 3 p.m. or email mvandenakker@guhdsd.net to check hours open and to schedule an appointment during Summer Vacation, Holidays, Spring and Winter Recesses.

- \$2 cash (exact change please) or Money Order made out to Steele Canyon High School for each transcript. No personal checks.
- Bring with you the name and address where the official transcript should be mailed.

Any company needing verification of graduation for employment, any college or university (private, technical or on-line), any former students and alumni may request an official transcript by U.S. mail and include:

- \$2 cash (exact change please) or Money Order made out to Steele Canyon High School for each transcript. No personal checks.
- Written consent and disclosure authorizing the release of information.
- The full student name used while attending Steele Canyon High School, SS#, date of birth, and the last year attended or graduated.
- Your current phone number where you may be reached.
- Please include the name and address where the official transcript should be mailed.