

**TRACY UNIFIED SCHOOL DISTRICT**

Kimball High School
3200 Jaguar Run
Tracy, CA 95377
(209)832-6600

OFFICIAL TRANSCRIPT REQUEST FORM

Turnaround time for current students is 2-4 Days. Turnaround time for past students is 2-10 business days.

1. Name (Current):

Last First Middle

2. Name Used in School (If different from Current Name in Section 1)*:

Last First Middle

**If you have changed your name since attending a TUSD school, other than through marriage, please send a copy of the legal document(s) showing both your former name and new name. Your request will not be processed without this required documentation. A legal document may be a copy of Naturalization Certificate (copy of both sides) or Court document indicating the name change.*

3. Current Address

Number and Street City State Zip Code

4. Telephone Number:**5. Email Address:****6. Date of Birth (MM/DD/YYYY)****7. School Last Attended**

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8. Year Graduated or Last Year Attended: (YYYY)**9. Send Transcripts To (If different than Current Address in Section 3):****• Name of Institution:**

Attention:

Number and Street:

City: State: Zip Code:

• Name of Institution:

Attention:

Number and Street:

City: State: Zip Code:

• Name of Institution:

Attention:

Number and Street:

City: State: Zip Code:

10. Type of Records Requesting (Indicate Quantity & Total Cost):

Transcript Type	Fee	Quantity	Cost
Official High School Transcript	\$ 3.00	=	\$
Education Verification for Employer	\$ 3.00	=	\$
Transcripts or Verification Prior to 1994	\$ 7.00	=	\$
Photo Copy of Records/per page	.35	=	\$
Non-Student Cal Grant	\$5.00	=	\$
Special Services	Fee		Cost
Walk-in / Same Day Service.	\$10.00	=	\$
Faxing of Documents	\$ 5.00	=	\$

For additional addresses, print another request form.
Complete Section 9 and submit with the original request form.

Total Fees Enclosed to Tracy Unified School District

\$

NO PERSONAL CHECKS ACCEPTED • FEES ARE PAYABLE BY MONEY ORDER OR CASH

11. Authorization for Release

The signature below verifies that I have completed all sections accurately and enclosed the correct fee. I understand that the fees are nonrefundable. I also understand that this application will not be processed if it is incomplete.

Signature

Date