

TRANSCRIPT REQUEST REQUIREMENTS:

1. Full name when enrolled
2. Date of birth
3. Year of graduation
4. Daytime phone number
5. Number of transcripts and whether official or unofficial
6. Any special delivery instructions

CLEAR photocopy of current **valid** picture ID required

NOTE: If any of the above required information is not provided transcript processing will be delayed until all necessary documentation is received.

- Transcripts are \$ 2.00 each
- **NO** personal checks accepted, please send a money order
- Your transcript will be mailed within **five** working days after your payment is received.

Mark Keppel High School
501 E. Hellman Ave.
Alhambra, CA 91801

Date: _____

Name: _____, _____, _____ (_____)

(Last)

(First)

M.I.

Other

Birthdate: _____

Year of Graduation of Check-out _____

Number of Transcripts _____ + _____ = _____
(Official) (Unofficial) (Total)

Send to: _____ or Pick Up

Day Time Phone: _____

NOTE: Transcript requests will be processed every Wednesday morning. They may be picked up after 11:30 am. Orders not picked up will be discarded after thirty days. You must present a **valid** picture ID when picking up transcripts. **NO EXCEPTIONS**

Signature _____