



GEORGE WASHINGTON HIGH SCHOOL

"Home of the Mighty Gecko Warriors"

Physical Address: 298 Washington Drive Mangilao Guam, 96913

Mailing: 501 Mariner Ave, Barrigada, Guam 96913

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K. Erik Swanson, Ph.D.
Superintendent of Education

Accredited by the Western Association of Schools and Colleges, 2018-2024

Dexter Fullo
Principal

REQUEST FOR DOCUMENT(S)

Number of copies requested: ___ **Official (Signed/Sealed)** _____ **Unofficial (No Signature/No Seal)**

Date of Request: _____ Ticket #: _____ Date: _____

NAME: (Last, First, Middle)	Maiden or Legal Birth Name / Named Used While In School
Date of Birth:	Year Graduated:

Are you a current student: { } Yes { } No

I am requesting for: **Please ✓ all that apply**

Quantity	Document(s) Requested	Processing Time	Fee
	Transcript (Official; Signed; Sealed)	5 Days	\$10/Copy
	Transcript (Unofficial; No Signature; No Seal)	5 Days	\$5/Copy
	Unofficial Transcripts for Students Currently Enrolled	3 Days	No Fee
	Certificate of Graduation	5 Days	\$5/Copy
	Student Verification	3 Days	No Fee
	Immunization Record	3 Days	\$2/Copy
	Copies of School Records (Report Cards, Schedule)	3 Days	\$2/Copy
	Postal Fees for Mail Out Requests	5 Days	\$3/Envelope
	Other: Please Specify:		.25/Page

If you are a NON-GRADUATE, please indicate the LAST SCHOOL YEAR/GRADE OF ATTENDANCE: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____ Other: _____

Email Address: _____

Check ✓ One: { } To Be Picked Up { } Mail To: _____

Please sign below to authorize consent:

Signature *Date*

Print Name

Picked Up By:

Signature *Date*

Print Name

Payment Received By *Date*

Receipt #

Eric Dela Cruz
AP, Academic Affairs

Christopher Castro
AP, Student Support

Joni Serisola
AP, Student Life

Noshista Delgado
AP, Special Programs

Lina Taimanglo
Administrative Officer