



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

# GEORGE WASHINGTON HIGH SCHOOL

*“Home of the Mighty Gecko Warriors”*

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*Accredited by the Western Association of Schools and Colleges, 2024-2030*



Dexter Fullo  
Principal

## DOCUMENT/TRANSCRIPT REQUEST FORM

Last Updated July 2024

<b>Maiden or Legal Birth Name / Names Used While In School</b>		<b>Date of Request</b>
<b>Date of Birth</b>		
<b>Year Graduated</b>	<b>Are you a current student</b> ____ Yes    ____ No	<b>Ticket #</b>
<b>If you are a NON-GRADUATE, please indicate the <u>last school year / grade of attendance</u></b>		<b>Date Completed:</b>

*Indicate Quantity for each documented requested*

Quantity	Document/s Requested	Processing Time (working days)	Fee
	Transcript – <b>OFFICIAL</b> (Signed and Sealed)	5 days	\$10/copy
	Transcript – <b>UNOFFICIAL</b> (No Signature, No Seal)	5 days	\$5/copy
	Unofficial Transcripts for <i>Students Currently Enrolled</i>	3 days	No Cost
	Certificate of Graduation	5 days	\$5/copy
	Student Verification	3 days	No Cost
	Copy of Medical Records	3 days	\$2/copy
	Copy of School Records (Report Card, Schedule, etc)	3 days	\$2/copy
	Postal Fees for Mail Out Requests	5 days	\$3/envelope
	Other copies of any document ( <i>please specify</i> ):		.25¢ / page

### CONTACT INFORMATION:

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Other Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Check  one:    [ ] To be picked up    [ ] Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please sign below to authorize consent:**

**Picked up by:**

\_\_\_\_\_  
**Print Name / Signature**                      **Date**

\_\_\_\_\_  
**Print Name / Signature**                      **Date**

<b>Payment Received by</b>	
<b>Receipt #</b>	

Eric Dela Cruz      Christopher Castro      Noshista Delgado      Joni Serisola      Lina Taimanglo  
AP, Academic Affairs    AP, Student Support    AP, Special Programs    AP, Student Life & Attendance    Administrative Officer

*Our Purpose is to Provide Our Students with the Skills and Knowledge they Need to Make Wise Decisions and Be Good Productive Citizens.*