

HOW TO REQUEST A TRANSCRIPT

To request a transcript for a graduate, you must come into the Registrar's office and fill out a request card. If you are out of the area, you may mail or email your request which must include the information below. There is a fee of \$3 for the first transcript and \$1 thereafter. Please allow 48 hours for your request to be processed. Checks may be made payable to GVHS ASB. Written requests should include:

- **Name while in school** (*No nicknames please*)
- **Date of birth**
- **Year graduated**
- **Where you would like the transcript mailed**
- **Phone number where you can be reached**
- **Fee**

Please mail your request to Golden Valley High School 27051 Robert C Lee Pkwy, Santa Clarita, CA 91350 Attention: Registrar. If you are not a graduate, please contact the registrar's office at (661) 298-8140 x1132 or x1131.