

ALUMNI TRANSCRIPT REQUEST

Mt. Pleasant High School
1750 S. White Road, San Jose, CA 95127
408-937-2800 Fax 408-937-2815



PROCESSING TIME: see which option is best for you.

1. You can come to our site and complete the form, have a picture ID and make a payment at the school bank. We will do our best to complete your request in a timely manner.

2. You can mail in your request, **with a copy of your picture ID** and payment, payable to Mt. Pleasant High School. These requests are destroyed at the end of the fiscal year. **Mailed request will be processed the day of receipt.**

If we are unable to locate transcript, there is a 72-hour delay. We will contact you if there is a situation.

* **\$5.00** (cash or check) payable to: Mt. Pleasant High School (per transcript)

Any questions email The Registrar at: herediaa@esuhsd.org
Please note that students are responsible for reporting SAT/ACT scores to Colleges.

Date of Request: _____

PAID in person at School Bank (attach receipt)

Student Name at Time of Graduation: _____

Any previous name that could be on Transcript _____

Graduation Year: _____

OR Last Year Attended: _____

Date of Birth: _____

Current Phone Number:(_____) _____

Current Address (optional): Please print

Email address: _____

(Please print)

How many transcripts requested: _____ unofficial _____ Official(\$5 per official transcript)

Pick Up

Mail Transcript: _____

Signature: _____ Date: _____

OFFICE USE ONLY

DATE: _____ MAIL OUT (optional): _____ RECORDED BY: _____