

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.**

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

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

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: _____