

ALUMNI TRANSCRIPT REQUEST

Mt. Pleasant High School

1750 S. White Road, San Jose, CA 95127

408-937-2834



PROCESSING TIME: see which option is best for you.

1. You can come to our site and complete the form, have a picture ID. 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**. These requests are destroyed at the end of the fiscal year.
Mailed request will be processed the day of receipt.
3. Create an account on **parchment.com** for electronic services.

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 Angelica Heredia, Registrar at herediaa@esuhsd.org

Please note that students are responsible for reporting SAT/ACT scores to Colleges.

Date of Request: _____ Graduation Year: _____ or Last Year Attended: _____

Student Name at Time of Graduation: _____

Any previous name that could be on Transcript _____

Date of Birth: _____ Current Phone Number:(_____) _____ Email address: _____
(Please print)

How many transcripts requested: _____ unofficial _____ Official

Pick Up Mail Transcript Mailing Address (optional): Please print) _____

Signature: _____ Date: _____

OFFICE USE ONLY DATE: _____ MAIL OUT (optional): _____ RECORDED BY: _____

Mt. Pleasant High School has partnered with Parchment.

(Electronic service).

Create your account and order your transcripts securely.

Please allow up to 5 business days to process.

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