

OAK PARK HIGH SCHOOL Alumni Transcript Request

Submit this form with payment (cash or check payable to OPHS) and envelopes (if requested) via mail to OPHS 899 Kanan Road Oak Park, CA 91377 Attn: Kim Alba.
or the black mailbox outside the OPHS Front Office.
Email Ms. Alba (kalba@opusd.org) with questions.

Name _____

Date of Birth _____

Signature _____

Graduation Year _____

How many transcript(s):

___ Official transcript(s)

___ Unofficial transcript(s)

Transcript Fees - to be paid by check or cash:

___ \$2 for an unofficial transcript (requests ready within 5 business days)

___ \$5 for an emergency unofficial transcript (requests ready within 48 hours)

___ \$5 for an official transcript (ready within 5 business days)

___ \$10 for an emergency official transcript (requests requests ready within 48 hours)

Check all the option(s) that apply to your transcript order.

___ **(PA)** Please mail my **OFFICIAL** transcript(s) in the pre-addressed, stamped envelope(s) I have provided. I understand that I am responsible for putting the correct mailing address and postage on the envelope(s). I will leave the return address blank on the envelopes I provide. Please indicate **(PA)** below next to the destinations that you have provided envelopes for.

___ **(PDF)** Email me an **UNOFFICIAL** PDF copy of my transcript. Please indicate **(PDF)** below with your email address.

- Please list all the schools, and other destinations you want transcripts for below.
- Make sure to include the corresponding code (PA or PDF) for each item.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

For Office Use Only:

_____ Transcript Fees Paid
(\$ Amount)

Transcript(s) sent/printed on:

(Date)

_____ Registrar Initials