



TRANSCRIPT REQUEST

- 1) Transcripts for former students and graduates carry a \$5.00 fee for each transcript.
2) Transcripts are sent to the addresses listed on this form only; correct addresses are the responsibility of the requesting party.
3) Requests being held for current semester grades will be mailed approximately one month after the end of the semester.
4) Official transcript requests on behalf of minors must be accompanied by a signature from a parent/guardian.

(please print)

Name: _____ Graduation Year/Last Attended: _____
First Middle Last

Student ID # _____

Address: _____ Phone: (____) _____

City, State, Zip: _____ Email*: _____

Signed: _____ Date: _____
(your signature OR parent signature required for minors)

Transcripts are to be sent to the following institutions:

1) Name of School: _____
Attn: _____
Address: _____
City, State, Zip _____

2) Name of School: _____
Attn: _____
Address: _____
City, State, Zip _____

Submit completed form with required payment to
Ann Sobrato High School
Office of the Registrar
401 Burnett Avenue
Morgan Hill, CA 95037
408.201.6228 408.201.6242 (FAX)

Date Received _____ Date Mailed _____

*Include your E-mail if you would like to received notification that your transcripts have been mailed.