

Pacific View Charter School - High School Transcript Request

***You must clear all financial obligations before we will award credits on your transcripts.

***The first two copies are free of charge and each additional transcript request is \$3.00.

Please print and return completed form and processing fee (if applicable) via mail, fax, or email:

Pacific View Charter School
 Attn: Celia Hernandez
 3670 Ocean Ranch Blvd.
 Oceanside, CA 92056

Fax Number: 760-435-2666
 Email as an attachment to:
chernandez@pacificview.org
 Phone Number: 760-757-0161

Today's Date:		
STUDENT INFORMATION		
Last Name:	First:	MI:
Birth Date:	Phone Number:	
Mailing Address:		
Graduation Year or Last Year Attended:		

TRANSCRIPT INFORMATION & DELIVERY METHOD	
Send Now or Hold for Semester Grades?	
Number of Copies Requested: Official _____ Unofficial: _____	
Please Check an Option: <input type="checkbox"/> Pick Up (You will be notified via phone when transcript is ready). <input type="checkbox"/> Mail (PRINT full name and address or indicate if "Same As Above").	
Institution Or Name: _____	Institution Or Name: _____
Attention: _____	Attention: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
***Parents/Guardians ONLY, may request a transcript for their child. Parents/guardians may NOT request a transcript for students 18 years or older. Students 18 or older must request transcripts themselves.	
_____ Parent/Guardian/Student Signature	_____ Date

FOR OFFICE USE ONLY		
Received:	Copies Fee Paid:	All Books/Materials Returned
Date Picked Up/ Mailed:		