



**Hiram Johnson High School**  
6879 14<sup>th</sup> Avenue, Sacramento CA 95820  
[HiramJohnson.net](http://HiramJohnson.net) (916)395-5070

School records may not be released to a parent/guardian of students 18 years or older without the student's written consent as mandated by the Family Education Rights and Privacy Act (FERPA).

## Request for Transcripts

Name of Individual Making Request: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Requesting:

- Official Transcript
- Unofficial Transcript
- HS Diploma - **Email [Bernadca@scusd.edu](mailto:Bernadca@scusd.edu) or call (916) 395-5070 ext505032 to place a request.**

# of Copy(s): \_\_\_\_\_  Other \_\_\_\_\_

**To confirm identity, please attach one of the following.** **Current students** do not need to submit ID.

- Signed release from the **former student** (if requesting by 3<sup>rd</sup> party) with one form of ID below
  - Picture ID
  - Driver's License

### Student Information

Name (while enrolled): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current Name (if different): \_\_\_\_\_

Reason for Name Change: \_\_\_\_\_

Month/Year of Graduation: \_\_\_\_\_ / \_\_\_\_\_ Last year of attendance if not a graduate: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Request Date of Request

### Method of Receipt:

- Pick Up  Mail  \*Fax  \*Email (**\*Official Transcripts cannot be faxed or emailed.**)

Please Mail to

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

**If not making a request in person, forward this completed form to Bernadette Carmona via email at [Bernadca@scusd.edu](mailto:Bernadca@scusd.edu) or fax to (916) 277-6307.**

Updated 4/2024