

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).

**Hiram Johnson High School / Sacramento City Unified School District**

***Bernadette Carmona, Office of the Registrar***

6879 14<sup>th</sup> Avenue, Sacramento CA 95820

(916)395-5070 x 505032

Fax (916)277-6307

[Bernadca@scusd.edu](mailto:Bernadca@scusd.edu)

## Request for Transcripts

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

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

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

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

**Requesting for:**

Official Transcript

Unofficial Transcript

HS Diploma (ordered thru outside source)

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

Other \_\_\_\_\_

**To confirm identity, please attach one of the following**

Signed release from the former student (if requesting from 3<sup>rd</sup> party) with also below

Picture ID

Driver's License

### Student Information

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

DOB: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

**PLEASE MAIL TO:**

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

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

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

**OR**

MAIL

FAX\*

E-MAIL\*

PICK UP

(\*Official Transcripts Can-not be Faxed or Emailed)

TO: \_\_\_\_\_

*Please forward the above completed form to Ms. Carmona, Registrar at fax (916)277-6307 or email/scan to [Bernadca@scusd.edu](mailto:Bernadca@scusd.edu)*