



Liberty Union High School District Transcript Request Form

*There is a 3 to 5 day turnaround time to process your request.

Transcripts requested through our online program can be processed electronically (within 24 hours) and you will receive emails regarding its progress from submission to receipt from the colleges/universities. Go to <http://www.docufide.com/index.jsp> for additional information.

*Transcript information includes grades, SAT, CAHSEE and CST testing results.

☐ I want an **Official Transcript** for a college/scholarship/employment # copies: _____

☐ I want an **Unofficial Transcript** for my own use # copies: _____

☐ I want to pick up my transcript

☐ I want you to mail my transcript
Please fill out the mailing information below

PLEASE PRINT CLEARLY

Graduation Year: _____ Date of Birth: _____ Student ID#: _____

First Name: _____ Middle Name: _____ Last Name: _____

Other names used: _____

Parent Signature: _____ Date: _____ Daytime Phone #: _____
(if student is under 18 years of age, otherwise student signature)

MAILING INFORMATION:

Transcript #1: ☐ Official ☐ Unofficial

Transcript #3: ☐ Official ☐ Unofficial

Transcript #2: ☐ Official ☐ Unofficial

Transcript #4: ☐ Official ☐ Unofficial

-For Office Use Only-

Date Received: _____ Pick Up Ready On: _____ Date Mailed: _____ Initials: _____