

LOS ANGELES UNIFIED SCHOOL DISTRICT

EAGLE ROCK JR./SR. HIGH SCHOOL

TRANSCRIPT REQUEST

FILL OUT THIS FORM IF ERHS WAS THE LAST SCHOOL YOU ATTENDED.

Transcripts will only be furnished to the student or the parent/guardian of students under 18 years of age. Please be prepared to show your picture ID when picking up the transcript.

THERE IS A FEE OF \$5.00 FOR EACH COPY OF YOUR TRANSCRIPT. SAME DAY SERVICE (WHEN FEASIBLE): \$6.00 FOR THE FIRST COPY, \$5.00 FOR EACH ADDITIONAL COPY. **CASH ONLY.**

YOUR OFFICIAL TRANSCRIPT WILL BE EMBOSSED WITH THE SCHOOL SEAL, SIGNED BY A SCHOOL OFFICIAL AND SEALED IN AN ENVELOPE TO BE ADDRESSED OR DELIVERED BY YOU TO THE REQUESTOR. OPENED TRANSCRIPT ENVELOPES ARE NOT CONSIDERED OFFICIAL. FAXED COPIES ARE NOT OFFICIAL.

DATE OF REQUEST: ____/____/____

NAME: _____

LAST NAME

FIRST NAME

DATE OF BIRTH: ____/____/____

WHAT YEAR DID YOU GRADUATED? _____

FOR IMMIGRATION: Yes / No

COLLEGE(S): Yes / No

HOW MANY COPIES? _____

GRAD VERIFICATION LETTER _____

EMPLOYMENT: YES / NO

WE MAY NEED TO CALL YOU: (____) _____

PLEASE E-MAIL THIS FORM TO: fxe5769@lausd.net.

TRANSCRIPT WILL BE READY IN 5 BUSINESS DAYS.

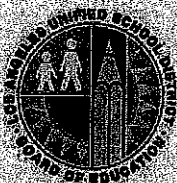
PLEASE SEE NEXT PAGE FOR MORE INFORMATION.

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OFFICE USE ONLY: Date picked up _____ Amount due: _____ Amount paid: _____

Record Number: _____

**IF YOU GRADUATED BEFORE 2003 CALL THE
OFFICE AT 323-340-3548 FOR YOUR STUDENT
RECORD NUMBER.**

**REQUEST YOUR RECORDS AT THE FOLLOWING
WEBSITE.**



Los Angeles Unified School District

STUDENT RECORDS CENTER

2151 NORTH SOTO STREET, LOS ANGELES, CALIFORNIA 90032-3629
MAILING ADDRESS: P. O. BOX 3307, LOS ANGELES, CA 90051-1307
TELEPHONE: (323) 224-5950

MICHELLE KING
Superintendent of Schools

CYNTHIA LIM, Ph.D.
Executive Director

MARK DOMINGUEZ
Director

PHILLIP LOPEZ
Student Records Center Supervisor

In an effort to provide better and more secure service to our students, universities, colleges, technical schools, all background verifications companies, corporate verification, and government agencies, transcript requests **must be** submitted online.

Student index/record number: _____

If you are a government agency, please contact our office to receive a coupon code prior to submitting your request for free service.

SUBMIT YOUR REQUEST ONLINE AT:

<https://lausd.scriborder.com>

Walk-in, phone, faxes, or same day service is not available.

If you need help submitting your online application, please call us for assistance, (323) 224-5950.