RSCCD - School of Continuing Education – Centennial Education Center
High School Transcript and Non-Credit Enrollment Verification
Online Request Form

Please Read

The first two (2) **Transcripts** ever requested are free. Each additional request will be charged a **$3.00 processing fee**. All **Enrollment Verification** will be charged a **$3.00 processing fee.** Fees are payable up-front.

REQUEST for (please check)

- ☐ High School Transcript (only first 2 free)
- ☐ Enrollment Verification ($3.00)
- ☐ Both

HIGH SCHOOL TRANSCRIPT	ENROLLMENT VERIFICATION
Process request: After current semester grades are posted ☐ After High School Graduate/Certificate are posted ☐ High School Graduation Year: _____ Number of copies: _____	All letter of enrollment for current semester will be verified after at least TWO weeks of attendance in a class. Number of copies: _____

Have you ever requested (2) Transcript before? (Circle one) Yes / No

Purpose of this request: (Circle one) Immigration Employment Insurance Other _____

Name: _____/_____/_____
(Last) **(First)** **(Maiden)**

Date of Birth: _____ **Telephone No.:** _____
(mm/ dd/ yyyy) **(Best phone number to call)**

Student ID No.: _____ **Or Social Security No.:** _____

Mailing Address: _____

City: _____ **Zip Code:** _____

Transcript or Verifications request are only held for 30 days after processing and will be destroyed thereafter.

Student's Signature: _____ **Date:** _____

==========For Official Use Only==========

Clerk's Notes:

_____

Called Student on Date: _____ **Clerk's Initial:** _____ **Student Will Pick-Up** ☐ **Left Message** ☐