

**Former Student Request for Transcripts**

**Please include exact cash, check (payable to Davis School for Independent Study) or money order for \$3.00 for each copy requested.**

Date of Request \_\_\_\_\_ *Approx. Processing time is 2 – 4 days*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Other Names Used \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Number of transcripts requested: Official (signed & sealed) \_\_\_\_\_  
Unofficial \_\_\_\_\_

\_\_\_\_\_ Mail – Address where you want transcript sent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Pick up in person

Student Signature \_\_\_\_\_  
(required if over age 18)

Mail or Bring this completed form with your payment to:

*Davis School for Independent Study  
526 B Street  
Davis, CA 95616*

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Office use \_\_\_\_\_ Fee Paid (\$3.00 per copy) \_\_\_\_\_