

Vista Adult School



STUDENT RECORD REQUEST FORM

**Complete form and bring to Sunset Campus Office;
Or fax to (760) 726-3277 or mail to 510 Sunset Drive Vista CA 92081.**

There is a \$5.00 processing fee, per official transcript/certificate requested, due at time of processing. No fee for unofficial transcripts, attendance verification or enrollment letters. Requests take up to 3-5 business days to process. We will call you when your document has been processed; you must have valid ID to request & pick up documents.

Last Name: _____ First Name: _____ M.I. _____

Former name(s) used: _____

Date of Birth: ___/___/____ Student ID (if available): _____

Phone Number: (____) _____ Email: _____

Last Date Attended or Graduation/Completion Date: _____

Signature (required to process request): _____

Date of Request: _____ **Type of document(s) you are requesting:**

CTE Certificate – competencies cannot be replicated (only replaced within two-years of program completion)

Please indicate course name or pathway: _____

Official Transcript – please indicate program area: high school diploma / CTE

GED Test Results (Prior to 1999 only)

Unofficial Transcript - please indicate program area: high school diploma / CTE

Attendance Verification (attendance printout only), start date: _____ end date: _____

Enrollment Verification Letter, reason for letter and list any specific items to be included in letter: _____

Agency Form to be completed (attach to this request form)

Will pick up at Sunset Campus or Mail to:

Name/Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Payment Form: Cash, walk-in only Money Order payable "VAS" Credit Card (Visa, MC) Fax/mail only: We will call you for your CC info when ready to process request.

Document Processed: Mail Date: _____ Student Pick Up Initial & Date: _____