

# Vista Adult School



## STUDENT RECORD REQUEST FORM

Complete form and bring to Sunset Campus Office,  
fax to (760) 631-6380, 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 picture ID to 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: \_\_\_\_\_

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 **OR**  CTE

**GED Test Results** (Prior to 1999 only)

**Unofficial Transcript** - please indicate program area:  high school diploma **OR**  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 to "VAS"  Credit Card (Visa, MC) Fax/mail only: We will call you for your CC info when ready to process request.

Signature (required to process request): \_\_\_\_\_

Document Processed: Mail Date: \_\_\_\_\_ Student Pick Up Initial & Date: \_\_\_\_\_