

Request for Official Silverado, Mira Monte or Adult Education Transcript

Note: please allow 2-3 business days for your request to be processed.

The first 2 Official Transcripts are FREE for current students and \$10/each for prior students.
Unofficial Transcripts are FREE for ALL former and current students regardless of graduation or withdrawal date.

CASH ONLY, NO PERSONAL CHECKS OR CREDIT CARDS ACCEPTED

Please TYPE or PRINT clearly. Fill out this form COMPLETELY.

Name of School Attended

Last Name

First Name

Last Name used in high school (if different from above)

Email Address

Date of Birth

Graduation Year (or last year attended)

Phone number (include area code)

Reason for Request

Do you need an official transcript (with seal)?

Yes

No

DELIVERY OPTIONS, CHECK ONE:

I will pick up in person at Silverado High School

Email to me directly at my listed email above (unofficial transcript only)

Fax to me directly (unofficial transcript only): NAME

FAX#

Send Transcript to me by mail. You MUST send a self-addressed, stamped envelope to:

Silverado High School, 25632 Peter A. Hartman Way, Mission Viejo, CA 92691, Attn: Records

You MUST also send the required CASH PAYMENT of \$10 dollars, if applicable.

I would like the transcript mailed directly to the following College/University: (FREE OF CHARGE)

Name College/University

Address

City/State/ZIP

If you are 18 or older and somebody other than yourself will be picking up the transcript for you, we will need permission from the student to release the transcript. You can email or fax the permission release signed by student stating the person's name that will be picking up the transcript. If you have any questions regarding this form, please contact the Silverado Record Clerk.

Email: Juliana.Colbert@svusd.org Phone: (949) 586-8800 Ext. 3 Fax: (949) 583-9865

RETURN THIS COMPLETED FORM TO THE SILVERADO RECORDS CLERK VIA EMAIL OR FAX

Silverado High School / Mira Monte High School / Adult Education
25632 Peter A. Hartman Way, Mission Viejo, CA 92691 Phone: (949) 586-8800 Fax: (949) 583-9865