

# Request for Official Silverado or Mira Monte High School Transcript

*Note: If you were an Adult Education Graduate, you will need to contact the Adult Ed Office for your transcript at (949) 837-8830 Office Hours M-Th 2:00 pm – 9:00 pm.*

The first 2 Official Transcripts are FREE for current students; \$10 for prior students. Additional Official Transcripts will cost \$8.00 each. Unofficial Transcripts are FREE for ALL students regardless of your 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

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 Silverado's RECORDS CLERK.

Email: [Dena.Embree@svusd.org](mailto:Dena.Embree@svusd.org) Phone: (949) 586-8800 Ext 3 Fax: (949) 583-9865

**RETURN THIS COMPLETED FORM TO Dena Embree VIA EMAIL OR FAX**

Silverado / Mira Monte High School

25632 Peter A.Hartman Way, Mission Viejo, CA 92691 Tel: 949-586-8800 Fax: 949-583-9865