



## Former Student Transcript Request Form

Please complete this form, return in person or mail with payment to:  
Covina High School, Attn: Registrar, 463 S. Hollenbeck Ave, Covina, CA 91723.  
Each transcript costs \$2 which can be paid via Cash or Money Order.

Quantity of Official Transcript(s) needed: \_\_\_\_\_ (Official Transcript - Signed, stamped and sealed)

First and Last Name *at time of attendance*: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Year OR Last Year Attended: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Transcript Receipt Method:

Pick up at Covina High School: Yes \_\_\_\_\_ OR If you want it mailed, please provide,  
If not yourself, Name and Mailing Address:

Release to (for pick up): \_\_\_\_\_

(Picture ID required at the time of pick-up)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Transcripts are ready in 1-2 business day/s. The Registrar will contact you when your transcript is ready for pickup.  
Please allow 7-10 business days for Mail delivery.