

Transcripts Request – For Former Students

Requests for transcripts need to be made by the former student using this form. Once you turn 18 years of age, you must authorize the release of your transcript. **Please be sure to sign your written request.**

Transcripts requested the first year after leaving Chico High School are at no charge. Thereafter, a \$3 processing fee is charged for each transcript. A check or money order may be made out to Chico High School and sent to the address below.

Please note: If you have lost or misplaced your High School Diploma, we do not issue duplicate copies.

The official legal document to show proof of graduation is the high school transcript.

****Transcript requests may be made the following ways,**

1. **In person at the Chico High Counseling Office**
2. **By Fax: (530) 891-3284**
3. **By Email : to Terry Barth Office Mgr tbarth@chicousd.org**
4. **Mailing in your request to:**

**Chico High School - Counseling
901 Esplanade
Chico, CA 95926**

Please include the following information: # of copies ____ Official ____ # of copies ____ Unofficial ____

Name while attending Chico High: _____

Date of birth: _____ Year of graduation _____ Did you graduate from Chico High (Circle) Yes or No

Current address: _____

Current phone number: _____

Address where the transcript is to be sent. Must give name and complete mailing address.

Signature to authorize release of information: _____