



**Princeton Joint Unified School District  
Princeton Jr./Sr. High School**

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**TRANSCRIPT REQUEST**

Request can be submitted in person, faxed, mailed or emailed.

Please submit a photocopy of your current driver's license  
or other government issued picture id.

Any request received **without** picture ID, **will NOT** be processed.

**Requesting via fax: you will need to copy and lighten photo ID before faxing.**

**Requesting via e-mail: scan both the request and ID**

Turnaround time is 3-5 school business days upon receipt of request.

All information must be completely filled in and legible (PLEASE PRINT)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name in Aeries while attending PHS: \_\_\_\_\_

Last year you attended PHS: \_\_\_\_\_ Phone No.: \_(\_\_\_\_)\_\_\_\_\_

\_\_\_ **Do you want the transcript MAILED** (Provide information for mailing)

Name of School / Employer: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_ **Please FAX** my transcript to:

School/Employer listed above to the attention of: \_\_\_\_\_

The fax number is: \_(\_\_\_\_)\_\_\_\_\_ The Phone number is: (\_\_\_\_)\_\_\_\_\_

(If you need transcript mailed to you, your picture ID **must have the same address** that you want transcript mailed to. If the address is not the same as your ID, transcript **will NOT** be mailed to you)

\_\_\_ **Please send OFFICIAL Transcript** (has school embossed seal mailed in a sealed envelope) Required by most schools.

\_\_\_ **Please send UNOFFICIAL Transcript** (no school seal) Requests for self, insurance, employment etc.

\_\_\_ I hereby Authorize: \_\_\_\_\_ to pick up Transcript

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

For office use:

Request was Rec'd: \_\_\_\_\_ Request was Processed By: \_\_\_\_\_ Mailed: \_\_\_\_\_ Faxed: \_\_\_\_\_