

ST. PATRICK-ST. VINCENT HIGH SCHOOL
1500 Benicia Road
Vallejo, CA 94591
(707) 644-4425 • Website: www.spsv.org

TRANSCRIPT/DIPLOMA REQUEST FORM

Official transcripts/diplomas may be obtained by completing this request form and returning it to the registrar in person or by mail.

Policies regarding request for Transcript/Diploma:

For Current Seniors:

An unofficial transcript will be given to each senior by the College and Career Counselor at no charge. Upon request, three official transcripts will be sent at no charge. After the first three, there is a \$5 charge for each additional transcript requested. There is, however, no charge for transcripts needed to accompany scholarship applications. A copy of every senior's final, official transcript at the end of the senior year will be sent to the college where the student plans to enroll at no charge.

1. Graduates and former students: \$5.00 must accompany each request for an official or unofficial transcript and \$20.00 for a replacement diploma.
2. Transcript/diploma fees can be paid with cash, check or money order made payable to St. Patrick-St. Vincent High School. For your convenience, please bring exact fee as change is not always available.
3. Replacement diplomas must be picked up in person.
4. NO RECORDS WILL BE FORWARDED UNTIL ALL FINANCIAL ACCOUNTS ARE PAID IN FULL.
5. Under the Federal Privacy Laws, requests for records can only be made in writing by the student after he/she has reached his/her 18th birthday. Students records after that date are only open to those persons for whom the student has indicated in writing, as having his/her permission to view his/her records.
6. Transcript requests received by Monday will be processed and ready for pick up or mail by Wednesday and requests made by Wednesday will be ready by Friday.
7. Unofficial transcripts or special sealed transcripts requested for pick-up will be held for one month from the date of request. Transcripts remaining unclaimed will be destroyed and fees will not be reimbursed.

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Please read transcript policy on page 1 before completing this transcript request form
Please complete a separate transcript request form for each destination.
\$5.00 per transcript and \$20.00 per diploma

Are you currently enrolled at SPSV High school? YES NO If yes, Grade: _____

TRANSCRIPT REQUESTED: OFFICIAL UNOFFICIAL OFFICIAL with Special Instructions

Diploma Requested **Must be picked up. We do not mail diplomas.**

Transcript to be sent to: (This section must be complete in order for transcript to be released)

Mailing instructions: Mail to address provided Hold transcript for pickup
 Direct transcript to counselor to mail with secondary school report

College/Organization: _____

Contact Name at College/Organization: _____

College/Organization address: _____

City/State/Zip: _____

Special Instruction: _____

Transcript/Diploma requested by: (Please print)

Current Last Name: _____ First Name: _____ Middle Initial: _____

Name used while attending our school: _____

School attended (check one) ST. PATRICK-ST. VINCENT ST. PATRICK ST. VINCENT

Did you graduate from our school? No Yes If yes, year of graduation: _____

Dates of attendance (month/ year): from: _____ to _____ Birth date: (MM/DD/YY): _____

Your current mailing address: _____

City/State/Zip: _____

Please provide contact source(s) so that you may be reached if there is an issue when processing your transcript:

(_____) _____ (_____) _____
Day time phone number (include ext# if applicable) Cell number

(_____) _____ E-mail address: _____
Evening phone number

Signature: _____ Date: _____

Submit completed request form to Patty Delgado, Registrar at the school office or by mail at the address below.

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