

**SAN DIEGUITO HS ACADEMY**

Transcript Request

Name \_\_\_\_\_  
(Please print)

Year of Graduation or  
Year Last Attended \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone \_\_\_\_\_

**Check one:**

I would like an \_\_\_\_\_ Official transcript (for a college, employer, military, etc.)  
(Quantity)  
\_\_\_\_\_ Unofficial transcript (for my own records)  
(Quantity)

I would like my transcript:  
(check one)

- \_\_\_\_\_ Enclose with application, send to college
- \_\_\_\_\_ Send as is, envelope(s) attached
- \_\_\_\_\_ Give to my counselor
- \_\_\_\_\_ I will pick it up tomorrow

I would like my transcript:  
(check one)

- \_\_\_\_\_ To include 2<sup>nd</sup> Quarter
- \_\_\_\_\_ To include June Grades
- \_\_\_\_\_ All Grades w/Grad Date
- \_\_\_\_\_ All Grades/I am Not a Graduate

If you wish to have your transcript mailed, please include below the complete address (including zip code) of the college, institution, employer, recruiter, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Please submit payment of \$5 at time of request. Payment can be made online at [sdacademy.net](http://sdacademy.net) through the SDA Webstore (look under Quick Links). This form and your payment can be mailed to: SDA Registrar, 800 Santa Fe Dr., Encinitas, CA 92024; or faxed to SDA Registrar at (760)943-3555.**

**Questions? Concerns? Please call Bridget Sabin, Registrar at (760)753-1121 ext. 5011**