El Dorado Union High School District

Union Mine High School

Request for Transcripts

For all transcripts requested to be sent by US mail to colleges, scholarship programs, or to other organizations:

- Please **Email** this Request for Transcripts form to **ldiaz@eduhsd.k12.ca.us** OR **Turn it in to the COUNSELING OFFICE,** and your transcript will be sent in 2-3 business days.
- No fee will be charged for transcripts

Student Name (Name used in High School):				Today's Date:	
Student Date of Birth:		Student ID #: *(not mandatory)*			
Student Phone#		School:	Union Mine High School	Year of Graduation:	

U.C. and C.S.U. Campuses- DO NOT NEED TRANSCRIPTS SENT WITH APPLICATION

✓ Select One:
- ☐ Current Transcript
- ☐ **RUSH**: Current Transcript: Reason: _____
- ☐ Mid-Year Report – after First Semester grades are recorded
- ☐ Final Transcript – After graduation / second semester, grades are recorded

✓ Needed for:
- ☐ College
- ☐ Employment
- ☐ Scholarship
- ☐ Other

Number of Transcripts Needed:	Official:		Unofficial:	

✓Choose One:
- ☐Email : _____
- ☐Mail request: (fill out address below)
- ☐Fax: (Provide fax #, name of institution, and contact person below)

Name of Institution: _____
Name of Contact: _____
Fax Number _____

For Mailing : Name of School/Program, Address, City, State, Zip Code

1. _____
_____
_____
_____

2. _____
_____
_____
_____

FOR OFFICE USE ONLY							
Date Mailed		Initials		Fee's Paid		Initials	