



# Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388  
Lynn Mackey, Superintendent of Schools

## Transcript Request Form

Note: The Contra Costa County Office of Education can provide student transcripts for the programs listed below. In addition, we also have transcripts for a few private schools that have closed. If we do not have the transcripts for a closed private school, please call the CDE at 916-445-7331. If you are wanting proof of GED, please visit the GED website at [https://ged.com/life\\_after\\_ged/](https://ged.com/life_after_ged/).

FULL NAME (Please print name used while attending school) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS WHERE THE TRANSCRIPT IS TO BE SENT:  
\_\_\_\_\_

Requesting SEALED/OFFICIAL copy YES \_\_\_ NO \_\_\_

SIGNATURE OF PARENT/ADULT STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

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### PROGRAM ATTENDED:

- Mt. McKinley Court School:     Martinez Campus     Byron Campus (closed)
- Golden Gate Community School:  Pittsburg     Brentwood     Richmond     Martinez (closed)
- Contra Costa Adult School:     Martinez (MDF)     West County (WCDF)     Marsh Creek (MCDF)
- Other (i.e. Private School that has closed): \_\_\_\_\_

DATES OF ATTENDANCE: \_\_\_\_\_

DATE OF GRADUATION (IF APPLICABLE) \_\_\_\_\_

NOTES/COMMENTS: \_\_\_\_\_

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**For Court & Community Schools**  
**Submit your request to:**  
 Yanina Salazar  
 Student Programs  
 Phone: 925 942 3483  
 Fax: 925 942 3353  
 Email: [yangulo@cccoe.k12.ca.us](mailto:yangulo@cccoe.k12.ca.us)

**For CC Adult School**  
**Submit your request to:**  
 Nicole Grimshaw  
 Contra Costa Adult School  
 Phone: 925 942 5321  
 Email: [ngrimshaw@cccoe.k12.ca.us](mailto:ngrimshaw@cccoe.k12.ca.us)