



Clovis Adult Education

Improving Lives Through Education



Transcript Request Clovis Adult Education Classes

- All requests must be submitted in writing and signed by the student.
- There will be a \$5.00 processing fee for each official transcript.
- Please allow 7-14 working days for processing of transcript.
- Transcripts may be mailed to you OR you may pick them up in the Department Office indicated on request form.
- You can submit your request in person and pay with money order or cashier's check, cash or credit card.
- You can mail a money order or cashier's check (*no personal checks*) payable to: "Clovis Unified School District"

Mail to: Clovis Adult Education
Attention: TRANSCRIPTS
 1452 David E. Cook Way
 Clovis, CA 93611

TYPE OF TRANSCRIPT:

PLEASE PRINT NEATLY

Academics

- High School Diploma
- GED®

Career Technical Education (CTE)

- Administrative Assistant
- Home Health Aide (HHA)
- Medical Assistant-Front Office
- Nurse Assistant (NA)
- Office Assistant
- Pre-Requisites
- Vocational Nurse (VN)
- _____

Did you complete your program of study and/or did you graduate? YES ___ NO ___ Date _____

_____ Official Transcripts
 _____ Unofficial Transcripts
 _____ Amount Enclosed

Date of Request: _____

Student Name: _____

Name while attending: _____

Social Security #: _____

Date of birth: _____

Phone #: _____ Alt phone#: _____

Fax#: _____ Attn: _____

Email: _____

Please indicate:

- Requested pick up date: _____
- Please mail transcript to the address below:

Student signature _____

For more information, please call 559.327.2800

Office Use Only

Completed by: _____

Payment Method: Cash Check C/C

Date: _____

Received by: _____

Date Mailed: _____

Amount paid: _____

Date paid: _____