

## Transcript Request

- Regular** \$5.00 each (*processed within 5-10 business days*)  
 **Rush** \$15.00 for one copy, \$5.00 for each additional copy (*processed within 24 hours*)

### Payment Methods

- Check** (*Checks and money orders payable to DJUSD and must be submitted with request*)  
 **Debit/Credit** Please go to [Yolo Solano Center Webstore](#)

### Student Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Previous Name(s) if any: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits (SSN) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Student Receiving Transcript

- Mail to student. Number of Copies: \_\_\_\_\_
- Student will pick up. Number of Copies: \_\_\_\_\_  
*Transcripts to be picked up will be held for 30 days and then destroyed. No refunds.*
- Mail directly to Institution (Name): \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_

***I understand that my signature authorizes the release of my academic records.***

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Deliver Transcript Request Form

#### **By Mail or In Person**

Yolo Solano Center for Teacher Credentialing  
4632 2nd Street Ste 120 Davis 95618