

TRANSCRIPT REQUESTS

Transcripts can be obtained by contacting the Registrar at Clovis East High School. Turnaround time is same day as request. The following guidelines apply:

Current Students: No charge for transcripts until graduation.

Former Students and Graduates: Each graduate receives 2 free transcripts.

A valid **picture I.D. or Driver's license** is required.
(if mailing request, include a copy).

A **\$2.00** charge is required for each transcript copy at the time of order for additional transcripts. Payment must be in the form of cash or money order. **(No Personal Checks or Credit Cards accepted)**

Please contact the Registrar by:

Phone:	(559) 327-4022
FAX:	(559) 327-4190
Mail:	Clovis East High School
Attn:	Claudia Dickie
	2940 Leonard Ave
	Clovis 93619

TRANSCRIPT ORDER FORM

Name: _____ Birthdate: _____
(Name while attending Clovis East High School)

Address: _____ City: _____ State: ____ Zip: _____

Phone # _____

Last Year Attended: _____ Number of Copies: _____ Official: _____ Unofficial: _____

Name and Address where transcript is to be mailed: (Please print clearly)
