



St. Bernard High School 9100 Falmouth Ave. Playa del Rey, CA 90293 310.823.4651

St. Bernard High School Transcript Request

Procedures:

1. Please obtain a "Transcript Request Form" from the Main Office or download from our website: www.stbernardhs.org
2. There is a \$5.00 processing fee for each transcript request. Make payable to St. Bernard High School. Contact the Main Office to pay with a Visa or MasterCard or fax to 310.827.3365.
3. Allow at least five business days to process
4. A separate request form for each transcript ordered
5. **For all currently enrolled and minor students, original parent/legal guardian signature is required to release records.**

Please Print Full Name _____ Year Graduated _____

Maiden Name (If Applicable) _____ AKA/Name on HS Record _____

Official Transcripts: MUST BE MAILED by St. Bernard High School to the requesting institution/college, school, place of employment, scholarship, NCAA, etc

Name _____

Address _____

City _____ State _____ Zip Code _____

Attention: _____

Unofficial Transcripts: are issued directly to the student or parent/legal guardian.

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email Address (Please print clearly) _____

This form must be signed and fee paid in order to process the transcript.

Name of Person _____ Signature/Date _____
Authoring Release

Present this form/fee to the Main office or request by fax 310.827.3365 request will be processed as soon as fee is received. Amt _____ Date Received _____
Date Sent _____