



**Transcript Request**  
 for 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 cash or VISA/MASTERCARD.
- 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

**PLEASE PRINT NEATLY**

**TYPE OF TRANSCRIPT:**

<p><b>Academics</b></p> <p><input type="checkbox"/> High School Diploma</p> <p><input type="checkbox"/> GED®</p> <p><b>Career Technical Education (CTE)</b></p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Pre-Requisites</p> <p><input type="checkbox"/> Nurse Assistant (NA)</p> <p><input type="checkbox"/> Home Health Aide (HHA)</p> <p><input type="checkbox"/> Clinical Medical Assistant (CMA)</p> <p><input type="checkbox"/> Vocational Nurse (VN)</p> <p>Did you complete your program of study and/or did you graduate? YES ___ NO ___</p> <p>Last date of attendance _____</p> <p># of transcripts: _____</p> <p>Amount enclosed: _____</p>
--

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Name while attending: \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of birth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt phone# \_\_\_\_\_

Fax#: \_\_\_\_\_ Attn: \_\_\_\_\_

**Please indicate:**

- I will pick up transcript. Pick up date \_\_\_\_\_
- Please mail transcript to the address below:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Questions? Call 559.327.2800 to be directed to the appropriate department.*

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

*Office Use Only*

Completed by \_\_\_\_\_

Date mailed \_\_\_\_\_ mailed by \_\_\_\_\_

**Payment Center**

Date paid \_\_\_\_\_

Amount paid \_\_\_\_\_

Received by \_\_\_\_\_