



# CALIFORNIA CAREER SCHOOL

*Our Students Drive Our Success!*

1100 Technology Circle • Anaheim, CA 92805 • (714) 635-6585 • fax (714) 635-6596

WWW.CALIFORNIACAREERSCHOOL.EDU

OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

## TRANSCRIPT REQUEST

### STUDENT AUTHORIZATION

I hereby authorize California Career School to process a transcript request from the following organization, please mail my requested transcript to:

\_\_\_\_\_ and/or  Request a copy/unofficial transcript to be mailed to me  
Name of School/Organization/Company

**NOTE:** Students may not receive official transcripts

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
School/Organization Representative/Contact number

I understand that California Career School will disclose my social security number and date of birth on the official transcript.

\_\_\_\_\_ Completed Program  Yes  No  
Enrollment Dates (*Start Date=Completion Date*)      Enrolled Program

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Maiden name or name used while attending  
California Career School

\_\_\_\_\_  
Email

**Note: Transcript requests may take up to 1-2 weeks to process**

CCS OFFICE USE ONLY			
Request Received by:	Date:	Date Processed:	by:
<input type="checkbox"/> Official	<input type="checkbox"/> Unofficial	<input type="checkbox"/> No Records	<input type="checkbox"/> Other:
Date Mailed:		<input type="checkbox"/> Copy in file	
Notes:			