



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

OFFICIAL TRANSCRIPT REQUEST FORM

Please read the following carefully before proceeding

Cost: A transcript processing fee of **\$7 per transcript** is payable at the time the request is received; this fee applies to both Official and Unofficial Transcripts. **NOTE:** Your account must be cleared of all holds before your request can be processed.

Processing Time: Transcript requests are generally processed within 5 to 7 business days after receipt and then mailed first-class USPS mail. *Expedited service is not available.* A request may be delayed due to a hold on your student account, failure to include payment with your request, or submission of an incomplete transcript request form. Please ensure that the request form is complete prior to submitting the request.

Privacy: Student records are confidential and contain the social security number and birthdate of the requester. Transcripts are only issued with the written request of the student. Requests for transcripts may not be made by telephone. If another school or employer is requesting the transcript, California Career School must receive a signed release form in order to issue the transcript; transcript may be faxed if requested directly by the school or employer.

Transcripts issued directly to the student: Requests for Official Transcripts bear the school seal and can only be sent directly to the school or employer whose information is included on the request form. Unofficial Transcripts can be requested and sent directly to the student upon request.

Transcript request forms can be submitted in any of the following ways:

MAIL
Office of the Registrar
1100 Technology Circle
Anaheim, CA 92805

FAX
(714) 635-6596

Scan & Email
admissions@californiacareerschool.edu

STUDENT INFORMATION

Full Name	Name used while in school (if different)	Date of Birth
Address	City, State, Zip	Phone Number
Email	Social Security Number	Last attended (year, approx.)

TRANSCRIPT DELIVERY

OFFICIAL TRANSCRIPT provided to school or employer ONLY

Unofficial Transcript

Mail Transcript to: _____

TRANSCRIPT DELIVERY

Money order or Check payable to: California Career School

Credit Card (complete attached form)

SIGN AND DATE

Signature is **required** to authorize the release of transcript to the party listed above

Date



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

WWW.CALIFORNIACAREERSCHOOL.EDU

OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

CREDIT CARD AUTHORIZATION

I, _____, hereby give permission for California Career School to charge the following credit card the amount listed for payment towards my tuition fees.

_____ A **one-time** charge of \$_____

_____ A **monthly** amount of \$_____ until tuition is paid in full

Type of Card Visa Mastercard American Express Discover

Credit Card # _____

Expiration Date _____

Name on Card _____

Billing Zip Code _____

Signature _____ 

Date _____