



Mira Costa High School

1401 Artesia Blvd., Manhattan Beach, CA 90266

PAST STUDENT OFFICIAL RECORDS REQUEST

Please allow 7 working days for processing

Current MCHS students: please do not use this form. Come into the registrar's office to fill out the official records request form for current students. Thank you.

A high school diploma is a decorative document and is never replaced. The legal document of a high school education and proof of graduation is called an official transcript. Records are kept indefinitely.

ORDER AN OFFICIAL TRANSCRIPT FOR: GRADUATION VERIFICATION, GPA, OR DATES OF ATTENDANCE. YOU MAY ALSO ORDER IMMUNIZATION RECORDS.

Unofficial transcripts are NOT available for past students.

Return this form with:

1. a \$5.00 payment for each item ordered AND
2. ONE #10 *standard business-sized envelope* (measuring 4-1/8" x 9-1/2") pre-addressed & stamped (1 stamp) with *your* return address in upper left corner for every TWO items ordered. Please fold into "thirds" for mailing.
3. Mail above items 1 & 2 in another envelope stamped & addressed to:
**Mira Costa High School
 Attn: Registrar
 1401 Artesia Blvd.
 Manhattan Beach, CA 90266**

If you choose to bring this form into the school office, you must still include a pre-addressed, stamped envelope. Requests are placed in date received order along with requests received by mail. Please plan ahead – transcripts are processed weekly and no exceptions are made for expedited services.

Aged 18 +: parents may not request your school records for you unless you are a dependent as defined in Section 152 of the Internal Revenue Code of 1954. (CA Ed Code § 49076)



Print name used while in attendance

Phone Number

Today's Date

Graduation Year

Birthdate

Signature

Quantity: (Check or cash only – sorry, no credit cards accepted.)

_____ \$5. ea. Official Transcript

_____ \$5. ea. Immunization records only

Jan12