

El Dorado Union High School District

Union Mine High School

Request for Transcripts

For all transcripts requested to be sent by US mail to colleges, scholarship programs, or to other organizations:

- **No fee will be charged for transcripts**
- **Please email this *Request for Transcripts* form to sfelcher@eduhd.net and jboone@eduhd.net and they will send your transcripts in 2-3 business days.**

Student Name (Name used in High School):		Today's Date:	
Student Date of Birth:		Student ID #:	
Student Phone#	School	Year of Graduation:	

U.C. and C.S.U. Campuses- DO NOT NEED TRANSCRIPTS SENT WITH APPLICATION

- ✓ Select One: Current Transcript
- RUSH:** Current Transcript: Reason: _____
- Mid-Year Report – after First Semester grades are recorded
- Final Transcript – After graduation / second semester, grades are recorded

- ✓ Needed for: College Employment
- Scholarship Other

Number of Transcripts Needed:	Official:		Unofficial:	
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- ✓ Choose One: Email : _____
- Mail request: (fill out address below)
- Fax: (Provide fax #, name of institution, and contact person below)
- Name of Institution: _____
- Name of Contact: _____
- Fax Number _____

For Mailing : Name of School/Program, Address, City, State, Zip Code

1. _____ _____ _____	2. _____ _____ _____
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FOR OFFICE USE ONLY							
Date Mailed		Initials		Fee's Paid		Initials	