



## Transcript Request Information

**An official transcript will only be released when you have followed the appropriate steps below. Please allow 5-6 business days for your request to be processed.**

In accordance with the Family Rights & Privacy Act of 1974, a student's academic record can only be released upon written authorization by the student. By law, the request must include the student's signature and date.

Payment is required for all Official & Unofficial Transcripts.

After the request has been submitted, email **a photo of your Driver's License to the listed email address on the form.**

**Over the phone payments can be made via debit or credit card.**

**Cash or credit/debit card payments can be made in person at the office as well**

**Tulare Adult School Maple office at 575 W. Maple Avenue, Tulare, CA 93274.**

**\$5.00-Unofficial Transcript  
(NOT stamped or sealed)**

**\$7.00-Official Transcript  
(Stamped and sealed)**

The printable order form may be sent to Student Services in any of the following ways:

**Mail:**

**Tulare Adult School  
575 W. Maple Avenue  
Tulare, CA 93274**

**Fax: 559-687-7308**

**Email: [tas@tulare.k12.ca.us](mailto:tas@tulare.k12.ca.us)**