

Requesting High School Transcripts

Please note: Requests are processed within 48 hours after date of receipt.

Transcripts for previous students are \$3.00 per copy (cash, Cashier's Check, or Money Orders only). Graduation verification from third parties (such as background checks) are also \$3.00.

To request your transcript in person please come into the records office located at the address below. Our office hours are from 7:30 a.m. to 3:45 p.m., Monday through Friday. Please bring a photo I.D.

To request transcripts through the mail please mail the form below and include the following with your request:

- o **Copy of picture I.D.**
- o **\$3.00 Cashier's Check or Money Order made out to Santa Maria High School.**

Please send requests to: Santa Maria High School
Attn: RECORDS OFFICE
901 S. Broadway
Santa Maria, CA 93454

If you would like to have someone come into our office to either pay for and/or pick-up your transcript you may email your request along with a scanned photo I.D. and the name of the person who will be coming in to **smhs-records@santamariahighschool.org**.

Santa Maria High School Request for Transcripts

Date: _____ Number of Transcripts Requested: _____ official or unofficial
(please circle one)

Name used while at Santa Maria High School _____

Birth Date: _____ Graduation Year: _____ Phone #: _____

Address transcript will be mailed to: _____

Or Fax number to be sent to:

Signature of authorization: _____