



TRANSCRIPT REQUEST

- **This form is for non-SPUSD students** to request a transcript.
- A \$10 fee is assessed for this service.
- Transcripts must be received by your school in the **official sealed** envelope in order to be valid.
- Transcripts may be delayed if student has an unresolved financial obligation to SPEF.
- If you want a transcript sent to your home school, submit this form with payment at the time of registration, or mail this form with payment to: **SPEF 1020 El Centro St #3, South Pasadena, CA 91030**

STUDENT LAST NAME	STUDENT FIRST NAME	DATE OF BIRTH
CURRENT SCHOOL		GRADE IN FALL 2019
CLASS:		YEAR ENROLLED:

SEND TRANSCRIPT TO:		
ADDRESS		ROOM #
CITY	STATE	ZIP CODE

SPEF OFFICE ONLY		
PAYMENT METHOD: <input type="checkbox"/> CHECK# _____ <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT	DATE:	TRANSCRIPT SENT ON: