



CORTEZ HIGH SCHOOL  
8828 N. 31<sup>ST</sup> AVE  
PHOENIX, AZ 85051

# TRANSCRIPT REQUEST

MEL WOLINSKI  
RECORDS/CREDENTIALS  
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There is no charge for this service.

Turnaround time is 48 hours upon receipt of fax/mail/email.

If you are in the area, you are welcome to stop in, fill out a request and take your transcript with you.

All information must be completely filled in and legible.

Submit a photocopy or scanned copy of your current driver's license or picture ID with your request.

**\*\*You will need to lighten up your photo ID when copying\*\***

BIRTH DATE: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ YEAR ATTENDED OR GRADUATED: \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

LAST NAME WHILE ATTENDING SCHOOL \_\_\_\_\_

DAY NUMBER INCLUDING AREA CODE \_\_\_\_\_ HOME CELL WORK

INDICATE COMPLETE MAILING ADDRESS BELOW.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FAX # ( \_\_\_\_\_ ) \_\_\_\_\_ ATTN: \_\_\_\_\_

**OFFICIAL** is sent unless you indicate below – school embossed stamped seal mailed in a sealed envelope. Usually requested for verification of graduation, schools, scholarships, etc.

**UNOFFICIAL** has an unofficial stamp. Usually requested as copy for self, or insurance, employment, etc.

Send unofficial \_\_\_\_\_

Written Signature \_\_\_\_\_