



CORTEZ HIGH SCHOOL
8828 N. 31ST AVE
PHOENIX, AZ 85051

TRANSCRIPT REQUEST

MEL WOLINSKI
RECORDS/CREDENTIALS
623.915.8204 FAX 623.915.8244
milena.wolinski@guhsdaz.org

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 _____