



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

# TRANSCRIPT REQUEST

RECORDS/CREDENTIALS  
623.915.8204 FAX 623.915.8244  
Cortez\_Records\_Fax@guhsdaz.org

There is no charge for this service.

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

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

All information must be completely filled in and legible.

**You must Submit a photocopy of your current driver's license or picture ID with your request, no request will be processed without ID**

You may need to lighten up your photo ID when you copy it.

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 \_\_\_\_\_

**ADDRESS TRANSCRIPT IS TO BE SENT TO:**

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If wanting transcript emailed, please provide email address: \_\_\_\_\_

Fill in only if wanting it Faxed:

FAX # ( \_\_\_\_\_ ) \_\_\_\_\_ ATTEN \_\_\_\_\_

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

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

**OTHER:** \_\_\_\_\_

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