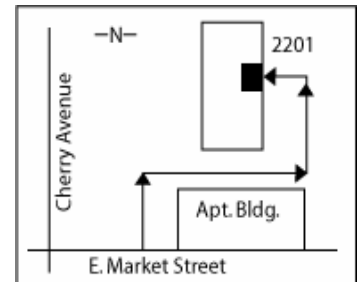


Transcript Request

LBUSD offers **two** ways to request your transcript or cumulative record from Records Management:

1. Visit the office between 7 a.m. and 1:00 p.m. Tuesday through Friday, and bring \$3.00 cash for each copy being requested. Please bring a state I.D. or driver's license.
2. Print this page, fill it out and mail it to the following address with a \$3.00 check or money order, payable to **LBUSD**, for each copy of your record. Also include a copy of State I.D. or driver's license.
3. Employers: Please include a signed authorization form from the former student.



Mail to:

**Long Beach Unified School District
Records Management Office
2201 E. Market Street
Long Beach, CA 90805**

Request for Mailing of Transcript, Cumulative or Immunization Record

Name _____
Last First Middle (Name While Attending)

Mail To _____
Your name or name of college/university/employer

Address _____
Number and Street

City, State, Zip

Birthdate _____
Month, Day, Year

Last LBUSD School Attended _____

Year Graduated _____ Year Withdrew _____

Signature of Requester _____
Name Date

Records Management has no duplicate diplomas. The original was issued to you at graduation. If you are a current student or just graduated the prior year, please contact your school counselor to request a transcript.

Questions? Please call Records Management at (562) 997-8000, ext. 1824, 1825, 1826