Torrance Adult School | TAS
education that works

TAS Records Request Form



Complete this form to obtain copies of your scholastic records.

For Official Transcripts: Processing fees apply. Please allow up to 1-7 days for processing.
For All Other Records Requests: Please allow up to 3-5 days for processing.

Important Note About GED/HiSET Score Reports
TAS does not hold or provide GED or HiSET official score reports.
Please contact GED or HiSET directly to obtain official score reports.

Types of Records Requests

- **Official Transcript**: A complete academic record that is certified by the school. It includes courses taken, grades earned, and credits awarded. The record is stamped, signed, and sealed in an envelope. **Do not open the official transcript** - breaking the seal or opening the envelope will make this record an unofficial transcript.
- **Unofficial Transcript**: A copy of your academic record, without an official seal or signature. This record is for personal use, and allows you to see your grades and course history. This record is not valid for official purposes like college admissions or job applications.
- **Attendance Report**: A school document that shows your complete attendance history.
- **School Verification**: A letter from the school that confirms your academic history, enrollment, and/or credentials. This is typically required by employers and other institutions.

Important Information

Identification Required
We require a Photo ID to authenticate the identity of the person picking up the records.

Multiple Records Requests
You are able to request more than one type of record. You can also request as many copies as you need.

Payment
We only accept cash or money order for records requests. Processing fees apply for official transcripts.

Signature
Remember to sign the Records Request Form before you submit it.

How to Submit Your Records Request

1. **Drop-Off**
Print and complete the form, and drop it off at the Hamilton Main Office.

2. **Email**
Email the scanned form to wattanastit.terada@tusd.org.

RECORDS REQUEST

(For Payment: Cash or Money Order ONLY)

Torrance Unified School District
TORRANCE ADULT SCHOOL
2606 West 182nd Street, Torrance, CA 90504
(310) 533-4689 ext. 8400 · www.tusd.org/tas

STUDENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
MAIDEN NAME (IF USED IN SCHOOL)	NICKNAME (IF USED IN SCHOOL)	MIDDLE INITIAL
CURRENT ADDRESS	STREET	APT
CITY	STATE	ZIP
DAYTIME PHONE NO.	EMAIL ADDRESS	
BIRTHDATE	DATE OF LAST ATTENDANCE	GRADUATION DATE

RECORDS REQUESTED (Select all types of records you are requesting, and complete all corresponding fields.)

☐ OFFICIAL TRANSCRIPTS	☐ UNOFFICIAL TRANSCRIPTS	☐ ATTENDANCE REPORTS	☐ SCHOOL VERIFICATION (COUNSELOR LETTER)
☐ **Years 2000-Present** Cost: $5 each copy **Quantity:** _____ ☐ **Years 1950-1999** Cost: $20 initial copy; $5 each additional copy **Quantity:** _____	☐ **Years 2000-Present** Cost: $0 (Free of charge) **Quantity:** _____ ☐ **Years 1950-1999** Cost: $0 (Free of charge) **Quantity:** _____	Cost: $0 (Free of charge) **Start Date:** _____ **End Date:** _____ (If you are unsure of the start and end dates, please enter an estimated date or time frame.)	Cost: $0 (Free of charge) **Reason for School Verification or Letter from Counselor:** _____ _____ _____ _____

PROCESSING FEES – FOR OFFICIAL TRANSCRIPTS ONLY

☐ **RUSH TRANSCRIPTS: $15** (Same Day / Within 48 Hours)	☐ **STANDARD TRANSCRIPTS: $10** (Within 72 Hours / 3 Days)	☐ **EXTENDED TRANSCRIPTS: $5** (Within 1 Week / 7 Days)

RETRIEVAL METHOD

☐ **I will pick up my records.** ☐ **I give permission for someone else to pick up my records for me.** **Full Name of Person Picking Up Records:** _____	☐ **Mail my records.** NOTE: You **must bring self-addressed and stamped envelopes for EACH item** you want mailed. Ex: 2 official transcripts + 1 verification = 3 envelopes **Mail Records to This Address:** _____	☐ **Email my records.** (Not available for official transcripts.) **Email:** _____

AUTHORIZATION

I HEREBY AUTHORIZE THE RELEASE OF MY SCHOLASTIC RECORDS AND HEREBY WAIVE ALL LIABILITY OF TORRANCE ADULT SCHOOL AND TORRANCE UNIFIED SCHOOL DISTRICT FOR RELEASING THE SAME.

PRINT FULL NAME	SIGNATURE	DATE

FOR OFFICE USE ONLY – STUDENTS DO NOT FILL OUT THIS BOX

DATE REQUEST RECEIVED	DATE REQUEST COMPLETED	STAFF COMPLETED REQUEST	STUDENT ID NUMBER OR STUDENT GOVT ID NUMBER
TOTAL FEES DUE	DATE PAID	METHOD OF PAYMENT	COMMENTS

REVISED 11/2025