



WEST HIGH SCHOOL
REQUEST FOR STUDENT RECORDS

Form section for personal information including last name, first name, middle, current address, street, apt, city, state, zip, birthdate, daytime phone no., email, and name used in school.

Form section for graduation information including last name, first name, middle, date/year graduated, and withdrawal date/year.

Form section for school attendance including list any adult schools attended within TUSD, last year attended, and have you previously requested records?

IMPORTANT: Please note that if the last school you attended was not within TUSD, then we most likely do not have your records. Please check with the last school or district you attended.

IF YOU WOULD LIKE YOUR RECORDS MAILED, YOU MUST PROVIDE A SELF-ADDRESSED ENVELOPE WITH YOUR REQUEST

CHECK ALL THAT APPLY:

- I WILL PICK UP MY RECORDS FROM THE OFFICE.
PLEASE MAIL RECORDS, I HAVE INCLUDED A SELF ADDRESSED STAMPED ENVELOPE AS REQUESTED.
PLEASE EMAIL RECORDS, I UNDERSTAND THEY WILL BE UNOFFICIAL IF SENT BY EMAIL. I HAVE LISTED MY EMAIL ADDRESS ABOVE.

NUMBER OF TRANSCRIPTS REQUESTED:

CASH OR MONEY ORDER ONLY*

*Companies requesting records may submit checks Payable to Torrance Unified School District

Prior to 2004: \$20 FOR FIRST COPY, \$5 EACH ADDITIONAL COPY
2004 to Present: \$5 FOR FIRST COPY, \$5 EACH ADDITIONAL COPY

LIST ANY ADDITIONAL RECORDS YOU ARE REQUESTING:

Prior to 2004: \$20 FOR INITIAL REQUEST, \$0.25/PAGE AFTER 10 PAGES - COST MAY BE DETERMINED AFTER RECORDS ARE RETRIEVED
2004 to Present: \$0.25/PAGE - COST TO BE DETERMINED AFTER RECORDS ARE RETRIEVED

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

GOVERNMENT ISSUED OR SCHOOL ID: _____

IF SOMEONE OTHER THAN YOURSELF WILL PICK UP OR RECEIVE YOUR RECORDS, PLEASE:

GOVERNMENT ISSUED OR SCHOOL ID: _____

LIST NAME: _____

SIGNATURE: _____ DATE: _____

Form section for comments, to evrex, to student, and amt paid (cash or money order).