



Sunrise Tech Center

San Juan Unified School District
 7322 Sunrise Blvd, Citrus Heights, California 95610
 Telephone (916) 971-7654; FAX (916) 971-7695
 Internet Web Site: www.sanjuan.edu/sunrisetc

Kent Kern, Superintendent of Schools

Brett Wolfe, Director of CTE, K-12 Counseling, and College/Career Readiness

Lynn Bartlett, Principal Adult Education

REQUEST FOR TRANSCRIPTS

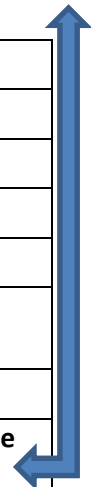
Please allow 5 working days for processing

There are 4 ways to obtain your High School Transcript earned from our Adult Education Program.

- **If requesting in person**, bring this form completely filled out. Be prepared to show a photo ID.
- **If requesting by email**, send this form completely filled out along with your signature **and** a clear copy of your driver's license/official photo ID and email to: Registrar at [Transcript Request by Email](#).
- **If requesting by mail**, send this form completely filled out along with your original signature **and** a clear copy of your driver's license/official photo ID and mail to: **Sunrise Tech Center, 7322 Sunrise Blvd., Citrus Heights, CA 95610.**
- **If requesting by fax**, send this form completely filled out along with your original signature **and** a clear copy of your driver's license/official photo ID and **Fax to: (916) 971-7695.**

GED: As of December 2015, all GED records must be requested from the GED Testing Service at www.GED.com or (877) 392-6433. We no longer have access to any GED records.

Request Date:	
Please Print Current Full Name:	
Other Names used when enrolled:	
Date of Birth:	
Phone Number:	
Requesting:	<input type="checkbox"/> #___ Official Transcript (includes unofficial photocopy) <input type="checkbox"/> Other Record (please describe _____)
Did you Graduate from High School:	Circle YES or NO If yes, what year: _____
Did you Graduate with your GED:	Circle YES or NO If yes, please contact the GED Testing Service listed above.
If you did NOT graduate, are you requesting a transcript of the credits you earned from our school:	Circle YES or NO If yes, what year did you last attend: _____
Last San Juan Unified Adult School Attended:	<input type="checkbox"/> Sunrise Tech Center <input type="checkbox"/> Winterstein Adult School <input type="checkbox"/> Other San Juan Unified Adult Education School
Delivery Option:	<input type="checkbox"/> I will pick up in person (please allow 5 days after request) <input type="checkbox"/> Please email to: _____ <input type="checkbox"/> Please mail to the address below:
	Name: _____
	Address: _____
	City, State, Zip: _____



Student's Authorization Signature: _____ Date: _____