

Transcript Request

Personal transcripts are issued only to the student, student's parent, or to the student's representative with a written release and the student's signature. When picking up transcripts in person, representatives must present a valid photo ID.



34570 Monte Vista Street
 Wildomar, CA 92595
 Tel (951) 674-9381
 Fax (951) 674-8462

Student Information (please print clearly):

_____		_____	_____
Last Name	First Name	MI	
_____		_____	
Birth Date	Dates Attended CCS		
_____		_____	
Phone #	Email Address		

Address - Number/Street/Apt. #			

City/ State/ Zip Code			

_____		_____	
Student Signature	Date		

Fees:
 Payable in advance to CCS
 First 5 requests: Free
 6th request and up: \$5 each

Processing Time:
 7-10 business days

- Policies:**
- Transcripts are not processed if any financial obligations are owed to the school.
 - Transcripts include all work at Cornerstone Christian School.
 - Transcripts from other institutions are included unless a student enrolls as a senior.

of Official Transcripts Requested: _____

_____ Hold for pick up _____ Mail to college(s)

Send transcript to:
 Please provide a complete address. Additional space on the back.

Institution/ Name:	_____
ATTN/Office:	_____
Address:	_____
City/State/Zip:	_____

FOR OFFICE USE ONLY	
_____ ID check	Fees paid: _____
Received by: _____	
Date completed: _____	

Institution/ Name:	_____
ATTN/Office:	_____
Address:	_____
City/State/Zip:	_____

Transcript Check Off	
Date rec'd: _____	Date needed: _____
Deb's copy _____	Copy in book _____
Date mailed/picked up _____	