

ORANGE UNIFIED SCHOOL DISTRICT
Office of Child Welfare and Attendance
Request for TRANSCRIPTS/RECORDS Previous to 2005

Graduates from 2005, 2006, 2007, 2008 and Current Students must order official transcripts at www.docufide.com.
Please complete the request for records form below and submit the form as follows:

Personal Delivery to:

Orange Unified School District
Office of CWA
1401 N. Handy St., Bldg B
Orange, CA 92867
(714) 628-5424

Mail to:

Orange Unified School District
Office of CWA
1401 N. Handy St., Bldg. B
Orange, CA 92867

FAX to:

Orange Unified School District
Office of CWA
Fax #: (714) 628-4061

Orange Unified School District – Permission to Release Records

Student's **FULL** Name while in school: _____
First Middle Last

Other Names used in school: _____
First Middle Last

Date of Birth: _____ Name of the School you last attended in OUSD _____
Month/Day/Year

Year of Graduation **OR** The last year you attended school in OUSD: _____

Current Name: _____
First Middle Last

Home Address: _____
Street Address City/State Zip Code

Best Phone Number to reach you during business hours: _____

This Request is for: (check the appropriate boxes)

Drivers License/Identification Number _____ State _____

Other _____

Please attached a copy of Drivers License , Identification Card or Other

- | | |
|--|---|
| <input type="checkbox"/> Immunization Records ONLY | <input type="checkbox"/> High School Transcript ONLY (Includes Proof of Graduation) |
| <input type="checkbox"/> All Academic Records Available (Elem., Middle, High School) | <input type="checkbox"/> Official, Sealed Record |
| <input type="checkbox"/> Official, Sealed Record | <input type="checkbox"/> Unofficial Copy for Personal Use |
| <input type="checkbox"/> Unofficial Copy for Personal Use | |

When Records are Ready: (Please complete one of the following. Please allow 3 to 5 days for processing)

Call to Pick-up:

Mail to:

Fax to:

Person designated to pick- up records

Name/Dept/Attention

Name/Dept/Attention

Best Daytime Phone Number

Address

FAX Number:

City/State

Zip Code

WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT, OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT OR BOTH.

I declare under penalty of perjury (PENAL CODE 126) under the laws of the State of California that the foregoing is true and correct.

Signature: _____ **Date:** _____

Parent signature is required if student is under 18 years of age.

Office of Child Welfare and Attendance

RECORDS/TRANSCRIPTS INFORMATION

Proof of Graduation/Official High School Transcript for Class of 2005 – Class of 2006 –Class of 2007- Class of 2008 and Official High School Transcript for Current High School Students:

To request official high school transcripts from 2005 to present, please log on to www.docufide.com. You must register with Docufide and pay a nominal fee for every request. Docufide requests are usually processed the same day requested. For records, other than transcripts, please contact the high school to determine the location of other school records.

Canyon High School:	(714) 532-8000	Registrar: Ext. 5339
El Modena High School:	(714) 997-6331	Registrar: Ext. 3715
Orange High School:	(714) 997-6211	Registrar: Ext. 3715
Villa Park High School:	(714) 628-4300	Registrar: Ext. 2101