



Merlo Institute of Environmental Technology

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Transcript Request Form

Complete this form and send it to the Registrar via mail, fax or email.
 Please allow 48-72 hours to process your request.

LAST NAME	FIRST NAME	STUDENT ID #	DATE OF BIRTH
			/ /
GRADUATION YEAR OR LAST YEAR ATTENDED		PHONE NUMBER	
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I AM REQUESTING: <input type="checkbox"/> Official transcript be mailed to the address below by: <hr/> <hr/> <hr/> <hr/> <input type="checkbox"/> Official transcript available for pick up at Merlo's Main Office between the hours of 8:00 am - 3:30 pm. <i>Note: If you wish document to be picked up by someone else, list the name of parent(s)/legal guardian(s). (Include phone number. Photo I.D. required to be picked up in person)</i> Full Name: _____ Phone Number: _____		Official vs. Unofficial Transcripts <ul style="list-style-type: none"> • Official transcripts are signed and sealed in an envelope. They must be either mailed through the US Mail or picked up. Most colleges will not accept official transcripts via email. Transcripts are only faxed when institution has provided written request for document. • Unofficial transcripts are for informational purposes only and are not signed. They can be printed and picked up to an individual. [Examples: Transfer w/ guardian present, Employment & Tax purposes] • Please note, transcripts will NOT be emailed to any individual. 	
<input type="checkbox"/> Unofficial transcript printed copy available <hr/> <input type="checkbox"/> Reason for request: (Please specify below) <hr/>		FOR OFFICE USE ONLY	
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