

# Transcripts

*(Official or Unofficial)*

## ➤ **All Transcript Requests Must be Submitted in Writing**

## ➤ **Transcript Request Options:**

- Email your request to [Lori.Myers@guhsdaz.org](mailto:Lori.Myers@guhsdaz.org)
- Fax your request to Mrs. Myers at 623-915-8552
  - *Once your request has been received, please allow 48 hours or 2 school days to process your request*

## ➤ **Required Information to Request Transcripts**

- First, Middle & Last Name
  - *Please provide previous last name if you have had a name change through marriage or other legal court ordered documentation*
- Date of Birth *(mm/dd/yyyy)*
- Year of Graduation *(or years of attendance)*
- Contact Phone Number
  - *A day-time number is essential for a transcript to be sent – no number no transcript*
- Copy of a Photo ID

## ➤ **How do you want your Transcript sent?**

- **Faxed Transcripts** *(ONLY Unofficial Transcripts can be faxed)*
  - A “complete fax number” – *including area code*
  - Name of person and/or Department receiving the fax
- **Mailed Transcripts**
  - Name of person and/or Department receiving mail
    - *Examples: admissions, nursing program, human resources, etc.*
  - “Complete Address”
    - *Incomplete address will result in no transcript being sent*

## ➤ **Transcript Requests Received During Summer Shut Down (June – July) will be processed Every Wednesday**

- *Requests sent on Wednesday may not be processed until the following week.*