

Transcripts

(Official or Unofficial)

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

➤ **Transcript Request Options:**

- Email your request to Lori.Myers@guhsdaz.org
- Fax your request to Mrs. Myers at 623-915-8552
 - *Once your request has be 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.*