

Transcripts

(Official or Unofficial)

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

- **Transcript Request Options:**
 - Email your request to: greenway_records_fax@guhsdaz.org
 - Fax your request to Mrs. Myers at 623-915-8552
 - *Once your request has been received, please allow 48 hours or 2 business days to process your request*

- **Required Information to Request Transcripts**
 - First, Middle & Last Name
 - *Last name is the name you attended school with*
 - Date of Birth *(mm/dd/yyyy)*
 - Year of Graduation *(or years of attendance)*
 - Contact Phone Number or Email
 - Copy of a Photo ID

- **How do you want your Transcript sent?**
 - **Faxed or Emailed Transcripts** *(Unofficial only)*
 - Provide complete fax number or email address
 - Provide appropriate information if faxing transcripts

 - **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 SHUTDOWN WILL
BE PROCESSED EVERY TUESDAY & THURSDAY**