

Ventura Unified School District
Records Office
Phone (805)641-5000 Ext. 1146

U.S. Mail Request Form

To request records complete this form and mail it with the items listed below:

- 1) Clear copy of picture ID (driver's license, state picture I.D., or passport)
- 2) **Stamped** and addressed letter size envelope(s). **Your request cannot be processed without stamped addressed envelope(s).**
- 3) PAYMENT: The first two lifetime official transcripts are free, after that the charge is \$2.00 per copy. If you are unsure how many transcripts you have requested previously, call Pam Petersen (805)641-5000 ext 1146. All other student documents are 10 cents per page. A **money order** is the only acceptable payment method.

Mail to:

VUSD/Records
255 W Stanley Ave., Suite 100
Ventura, CA 93001

Last Name: _____ First Name: _____ DOB: _____
Last name used in high school

Name of High School: _____ Grad Year: _____
If non-grad, name of the very last school of attendance *If non-grad, year you would have graduated*

Day time telephone: () _____

Type of records:

- Official Transcript (sealed) _____ quantity
- Unofficial Transcript _____ quantity
- Immunization
- Enrollment history (specify elementary, middle and/or high school): _____
- _____
- Other _____

Signature: _____ Date: _____