

**Elk Grove Adult and Community Education**  
 8401-B Gerber Road Sacramento, CA 95828  
 (916) 686-7717

## HIGH SCHOOL DIPLOMA/TRANSCRIPT/RECORDS REQUEST

*Email Request to Leonela Perez [lperez@egusd.net](mailto:lperez@egusd.net) (must attach copy of photo ID)*

*Mail to 8401-B Gerber Road, Sacramento, CA 95828 (must enclose copy of photo ID)*

*Or submit in person 8401-B Gerber Road, Sacramento, CA 95828*

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Request \_\_\_\_\_

**Name while Enrolled at our School) (If different than above)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

**Location Where Student Attended EGACE:**

- Adult Education Center (8401-B Gerber Road)
- Sacramento County Mail Jail
- Rio Cosumnes Correctional Center (RCCC)
- Other Site \_\_\_\_\_

• Record(s) Requested *(Please check box)* NORMAL PROCESSING: 5 BUSINESS DAYS

Attendance Verification: Date of Attendance \_\_\_\_\_ to \_\_\_\_\_

High School Diploma (Allow 4 weeks to process)

Transcript from EGACE-OFFICAL  **GRADUATE** Year \_\_\_\_\_

Transcript from EGACE-UNOFFICAL  **NON-GRADUATE: Date last attended** \_\_\_\_\_

• Basic Order Information: *(Please check all that apply)*

I will pick up my transcripts/diploma (Photo ID Required)

Mail copy of transcript(s) request to: \_\_\_\_\_

SCAN/EMAILED copy of transcript(s) requested to: \_\_\_\_\_

GED or HiSet records – Contact GED.com or HiSet.ets.org

CTI records - Contact Judy Vue [Chvue@egusd.net](mailto:Chvue@egusd.net)

- In order to release your records, photo identification and your signature are required.

\_\_\_\_\_  
 Signature of Student/Former Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 EGACE employee verifying ID

\_\_\_\_\_  
 Date

Staff Use Only	
<input type="checkbox"/>	Date office received form _____
<input type="checkbox"/>	ID verified by initials _____
<input type="checkbox"/>	Completed by initials _____