



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 Lsperez@egusd.net (must attach copy of photo ID)

Mail to 8401-B Gerber Road, Sacramento, CA 95858 (must enclose copy of photo ID)

OR submit in person at 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)

Rio Cosumnes Correctional Center (RCCC)

Sacramento County Main Jail

Career Training Institute (CTI)

- Record(s) Requested (Please check box)

NORMAL PROCESSING: 3 BUSINESS DAYS

Attendance Verification: Date of Attendance _____ to _____

High School Diploma Copy (NOTE: Records are incomplete/Not all years are available)

Transcript from EGACE- OFFICIAL **GRADUATE** Year _____

Transcript from EGACE- UNOFFICIAL **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/EMAIL copy of transcript(s) requested to: _____

GED – Contact GED.com

CTI records – Contact Lindsay Cosgaya Lcosgaya@egusd.net

Signature of Student/Former Student

Date

EGACE Employee Verifying ID

Date

Staff Use ONLY

Date office received form _____

ID verified by initials _____

Completed by initials _____