



# St. Francis Central Coast Catholic High School TRANSCRIPT REQUEST



- 1) Current SFCCCHS students are provided with five (5) transcripts free-of-charge. Each subsequent transcript carries a \$2.00 fee.
- 2) Transcripts for former students and graduates carry a \$5.00 fee for each transcript.
- 3) Transcripts are sent to the addresses listed on this form only; correct addresses are the responsibility of the requesting party.
- 4) Requests being held for current semester grades will be mailed approximately one month after the end of the semester.
- 5) Transcripts requests on behalf of minors must be accompanied by a signature from a parent/guardian.

**Note:** A transcript is an official copy of a student's record showing credits and grades completed at St. Francis Central Coast Catholic High School only.

(please print)

Name: \_\_\_\_\_ Graduation Year/ Last Attended: \_\_\_\_\_  
First Middle Last

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SFCCCHS I.D. #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip, State: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(your signature **OR** parent signature required for minors)

**Transcripts will be processed within two (2) working days of request.**

Transcripts are to be sent to the following institutions:

1) Name of School: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

2) Name of School: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

3) Name of School: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

4) Name of School: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

For office use:

\_\_\_\_\_

Date received

\_\_\_\_\_

Date mailed

**Submit completed form with required payment to**

**Office of the Registrar  
 St. Francis Central Coast Catholic High School  
 2400 East Lake Avenue  
 Watsonville, CA 95076  
 831.724.5933 831.724.5995 (FAX)**