



California State University San Bernardino
 College of Extended Learning (CSUSB)
College of Extended Learning and Chino Valley USD (CVUSD)
2017 Online High School Program – Summer Session



TRANSCRIPT REQUEST FORM

Student's Last Name: _____ **Student's First Name:** _____

Date of Birth (MM/DD/YYYY): _____ Grade Level for 2016-2017 school year: _____
 Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____
 Mailing Address: _____ City: _____
 Zip: _____ Contact Number: _____

I do not want this course added to my student's transcript (course is for survey/practice only).

Transcript Information

One (1) transcript will be mailed for each paid session, additional transcripts will be charged a fee of \$7.00. Student's must complete a Course Agreement with their instructor in order to receive a grade, students who receive a "NG" (No Grade) will **not** receive a transcript and their Course Agreement will be filed with the Chino Valley Unified School District's Alternative Education Department.

Email Transcript Mail Transcript Pick – Up Transcript: Location: Alternative Education Center
 15650 Pipeline Ave, Chino Hills 91709

Transcript to be Mailed/Emailed to: Parent Name or School Site: _____
 Attention: _____
 Address: _____
 City: _____ Zip: _____
 Email Address: _____
 Current School Counselor: _____

Course Student is Registered For: Course Name: _____ Semester: _____

Transcripts will be mailed within 2 weeks of the completed course date. CSUSB/Chino Valley USD is not responsible for transcripts that are lost or stolen. Additional transcripts can be requested for a \$7.00 fee by faxing a Transcript Request Form to Cal State San Bernardino's College of Extended Learning Office at (909) 537-5907, once a request has been received a member of the College of Extended Learning staff will contact you to verify information and receive payment.

FOR OFFICE USE ONLY
 ----- DO NOT WRITE BELOW THIS LINE -----

Date Request Received: _____
 Processed By: _____
 Date Mailed: _____