



College of Extended and Global Education and Chino Valley USD (CVUSD)
Online High School Program - Summer 2020
Transcript Request Form

Student's Last Name: _____ **Student's First Name:** _____
Date of Birth (MM/DD/YYYY): _____ Grade Level for 2019 - 2020 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. Students must complete a Course Agreement with their instruction 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 Piperline Ave, Chino Hills 91709

Transcript to be Mailed/Emailed to:

Parent Name or School Site: _____
Attention: _____
Address: _____
City: _____
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 and Global Education Office at (909) 537 - 5907. Once a request has been received a member of the College of Extended and Global Education staff will contact you to verify the information and receive payment.

FOR OFFICE USE ONLY
DO NOT WRITE BELOW THIS LINE

Date Requested Received: _____
Processed By: _____
Date Mailed: _____