

TRANSCRIPT REQUEST DIRECTIONS

All requests for transcripts must be submitted in writing. Email your request to Thunderbirdrecords@guhsdaz.org or fax your request to THS Records Office at [623-915-8962](tel:623-915-8962)

You MUST include the following information in your request:

- **First, Middle and Last name** - please provide the last name you had while attending school if you have had a legal name change by marriage or other legal court ordered documentation
- **Date of Birth** (mm/dd/yyyy)
- **Year of Graduation** (or years of attendance)
- **Contact Phone Number** (a number to reach YOU is essential and a transcript will NOT be sent without it)
- **Copy of a photo id**
- **Indicate whether an official or unofficial copy is needed**
- **Unofficial Transcripts can be faxed** Provide a complete fax number including area code and specify who you want it to the attention of. (**Official copies CAN NOT be faxed**)
- **Official Transcripts** can be mailed or picked up in person. Please provide complete addresses, including the department (admissions, human resources, ect.)

Reminder: Summer transcripts will be processed weekly

[Any additional questions can be answered at 623-915-8922](tel:623-915-8922)

REQUEST FOR TRANSCRIPT

**Make sure to fill in ALL areas below.
48 hours notice required for ALL requests**

Name: _____ Circle One: Mail / Pick up / Fax

I.D. #: _____ Circle One: Official/Unofficial

D. O. B. _____ Fax #: _____

Graduating Year: _____ Your Contact #: _____

**DON'T FORGET...If you do not specify "official or unofficial"
an unofficial will be sent.**

SEND TO:

ASU ____	Gateway ____	Mesa CC ____	Phoenix CC ____
GCC ____	NAU ____	Scottsdale CC ____	Eastern AZ ____
GCU ____	PVCC ____	U of A ____	Yavapai CC ____

OTHER SCHOOLS: INCLUDE FULL NAME & ADDRESS -- Please attach a separate sheet of paper if you do not have enough space below.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____ Date: _____