

**BERKELEY ADULT SCHOOL
TRANSCRIPT OR LETTER REQUEST FORM**

(Please allow 3-5 days for processing)

\$5.00 per request (NO CHECKS)

Date: _____

Attention: New Procedure for GED Requests

Effective 1/1/14 GED transcripts for the period 2002-present year must be obtained through the following website:
www.gedtestingservice.com/testers/gedrequest-a-transcript.

Fill out and sign form completely. Incomplete information will delay the processing of transcript and will be returned to you.

NO REQUESTS BY PHONE (PRIVACY LAW ACT)

Is this request for a transcript you brought from another school? _____ Yes _____ No

If yes, STOP, do not go any further. If no, please proceed with the completion of this form.

Have you ever requested a transcript before: _____ Yes _____ No

Name under which registered at the time of enrollment:

_____ **Last**

_____ **First**

_____ **middle initial**

Birthdate: _____ **SS#:** _____

Did you graduate **High School** from Berkeley Adult? ___ Yes ___ No **What year?** _____

Did you earn a **GED** from BAS? ___ Yes ___ No **What year?** _____

Did you attend **ESL or Career Classes?** **What year(s)?** _____
(please circle one)

Transcript or letter to be: sent /faxed /mailed /pick up: **(circle one)**

Name of school/agency/person

Street

City

State

Zip Code

FAX# _____

Please provide credit card# if you are requesting this by fax: _____

Method of payment: Cash/Money Order/Visa/Mastercard/Discover/AmExpress, Exp. Date: _____

Student Signature

Print Name

Telephone # with area code

Receipt # _____ Clerk's initials _____