

**LEGEND COLLEGE PREPARATORY TRANSCRIPT REQUEST**

The student will be provided with an unofficial transcript at the completion of a course. All subsequent unofficial or official transcripts are \$10.00 each. Payment is accepted in cash or check, made payable to Legend College Preparatory.

Date of Request: \_\_\_\_\_ Number of transcripts needed: \_\_\_\_\_  
Select: Unofficial copy\_\_\_\_ OR Official transcript\_\_\_\_  
Total Payment: \_\_\_\_\_ Select Payment:  Cash  Check

**PERSONAL INFORMATION** *Please print legibly.*

Graduate Date: \_\_\_\_\_ *Current students may leave it blank.*  
Month Day Year  
Date of Birth: \_\_\_\_\_ Full Name: \_\_\_\_\_  
Month Day Year Last Name First Name  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Area Code

**METHOD OF DELIVERY**

To Be Picked Up – Please call the school office at (408)865-0366 to make arrangements.  
 To Be Mailed To The Following Address(es): *Write on the back if more than 3.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Person/Institution* *Address*

Completed request form can be mailed or hand delivered with payment. **Transcripts may only be requested by the current or former student. Third party requests will not be honored without a signed written release.** Processing time is usually 3 school days. An official transcript sent directly to the student will be mailed in a sealed envelope that cannot be opened and must be forwarded to the person or institution requesting the official transcript.

**THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY/COPIES OF MY TRANSCRIPT.**

\_\_\_\_\_  
**Student Signature (Parent Signature if Student is Under 18)** **Date**

**Mailing address**  
Legend College Preparatory  
ATTN: Transcript Request  
21050 McClellan Road,  
Cupertino, CA 95014

**Contact**  
Jaclyn George (408)865-0366  
Email: transcript@legendcp.com