

Current students:

To request a transcript, please follow these steps:

1. Request your transcript through Naviance if at all possible
2. Print the transcript request form
3. Fill it out with your name, graduation year and school you'd like the transcript sent to. For multiple colleges feel free to list them all on one form (use the back if necessary)
4. Send the request to Mrs. Baxter in the high school office.

Graduates or transfer students:

1. Print the transcript request form
2. Fill it out with your name, graduation year (or year you left Valley) and school you'd like the transcript sent to. For multiple colleges feel free to list them all on one form (use the back if necessary)
3. Send the request to Mrs. Baxter in the high school office along with \$5.00 for each transcript requested.
4. To pay by credit card, please call the Finance office at (408) 513-2511

Valley Christian High School Transcript Request

Name _____ Date _____

Address _____

Phone (_____) _____

Year of graduation _____

___ Official

___ Unofficial

PLEASE SEND A COPY OF MY OFFICIAL TRANSCRIPT TO:

1) _____

2) _____

Cost: Valley Students – no charge
Graduates/Former Students \$5.00
Cash or Credit Card only

Additional colleges may be written on the back.

*Transcripts will be processed within one week of receipt.