

MBHS TRANSCRIPT REQUEST

ACTIVE MBHS STUDENTS: *IF YOU ARE AN ACTIVE STUDENT (Currently attending MBHS) THERE IS CURRENTLY NO CHARGE.*

FORMER MBHS STUDENTS/GRADUATES: There is a \$1.00 charge (No Personal Checks, only money order, cash or business labeled) per transcript for former MBHS students.

Please send your completed (form & applicable fees) requests to:
Mission Bay High Registrar, 2475 Grand Ave. San Diego, CA 92109

If you graduated through the Adult School that was once located here, then please contact:
Twain High: 6402 Linda Vista Rd., San Diego, CA 92111 (858)-496-8260 **OR**
Student Records: Revere Center-Rm. 10, 6735 Gifford Way, San Diego, CA 92111 (858) 496-8201

Please note the following regarding DIPLOMAS: The only original diploma is given to the student upon graduation therefore there are no duplicates. If you no longer have your diploma and are looking for proof of graduation from MBHS, request a transcript. The transcript verifies graduation.

Today's Date: _____ Date Transcript Needed: _____

Student Name: _____ Date of Birth: _____

Choose **ONE** of the following **APPLICABLE** options:

- CURRENT STUDENTS ONLY:** _____ Grade: _____
- NON-GRADUATING FORMER STUDENTS ONLY:** Last school year attended: _____
- GRADUATING FORMER STUDENTS ONLY:** Graduating Class of: _____

(If applicable) Name of Scholarship: _____

Please select **type** of Transcript and indicate **quantity needed**:

I need _____ Unofficial Transcript(s) I need _____ Official Transcript(s)

Method of Delivery (Please select **ONE**)

_____ **School to mail** (Please provide **Name & Address of College or Other** and any reference numbers, if applicable)

_____ **Student to Pick Up** (Before or after school and at lunch time)

THERE IS A MINIMUM OF FIVE (5) BUSINESS DAYS PROCESSING TURN-AROUND

Signature: X _____ **Contact number** () _____