

TRANSCRIPT REQUESTS

Alumni 2009 and forward:

To order an "Official Transcript" Click here: <https://securetranscript.docufide.com/admin>)
If you are unable to connect with the link, go to www.docufide.com

Please use your LEGAL NAME, when you attended school, and include your SIX DIGIT STUDENT ID NUMBER to help expedite this process.

Read the attachments to learn more.

[DocufideStudentInstructions.doc \(169 KB\)](#)

[Student_Flyer.pdf \(15 KB\)](#)

Alumni prior to 2009 (or for 2009 to present requesting an "Unofficial" or "personal copy"):

Requests must be made in writing (fax and email requests are not accepted).

1. Mailed requests can be made by printing out our **request form** (<http://www.auhsd.k12.ca.us/pdf/transcript.pdf?rn=5954985>) or
2. Writing a **letter** that includes the following information:
 - Your name while in school
 - Your name now (if different)
 - Date of Birth
 - Present Address
 - Phone Number
 - Year of graduation (or last year attended)
 - Name of School last attended
 - Where you would like your transcript mailed to
3. Specify if you need an **Official Transcript** (Sealed and embossed) or **Unofficial Transcript** (open).
4. Include a copy of your photo ID. (Example: current driver's license or passport)
5. Include a **\$5.00 payment per set of transcripts** (cash, check or money order)

Mailing Instructions:

Alumni 2003 through 2008*

Mail your request or stop by the Records Office at [Cypress HighSchool](#) Walkin Hours: 7:30 a.m. to 4:00 p.m. Monday through Friday. **Attn: Transcript Request, 9801 ValleyView Street, Cypress, CA90630.**

Alumni 2002 and before*

Mail your request or stop by the Anaheim Union High School District Office Walkin Hours: 7:45 a.m. to 4:15 p.m. Monday through Friday.

Anaheim Union High School District Office
Attn: Transcript Desk 501 N. Crescent Way
Anaheim, CA 92803

***Alternative Education (Gilbert or Polaris)** – locations of records may vary, call the district Transcript Desk at (714) 9993586 for assistance.

***Oxford Academy** issues transcripts for all former students. Contact the Records Office at (714) 2203068 for assistance.

Currently-Enrolled AUHSD Students:

Official Transcripts for College Applications: Our general policy has been to give students three copies of their academic transcripts for free, and charge \$5.00 each for subsequent copies.

Unofficial Transcripts for Students Seeking Scholarships: These should be provided to our students for free.

Graduated/Exited/Former AUHSD Students:

Transcripts for College Applications/Residency Verification: There is a charge of \$5.00 each for each transcript, as provided by through the following sources;

Class of 2009 and forward (after graduation) = Docufide

Classes of 2003 to 2008 = Site Registrars/Records

Class of 2002 and before = District Office Records

Cal Grant Verifications for Graduated/Former Students:

There is a charge \$5.00 for each verification. To avoid fees, current students should keep copies for future reference.