

WELCOME TO CASTLEMONT HIGH SCHOOL, HOME OF THE MIGHTY KNIGHTS!

IF YOU WISH TO ORDER TRANSCRIPTS OR REQUEST EDUCATION VERIFICATION, PLEASE COMPLETE THIS FORM TO REQUEST COPIES OF OFFICIAL OR UNOFFICIAL TRANSCRIPT(S), AND ALLOW 5 BUSINESS DAYS FOR COMPLETION.

EDUCATION VERIFICATION & TRANSCRIPT FEE

THE FEE TO PRODUCE AN OFFICIAL TRANSCRIPT IS \$10.00. ADDITIONAL COPIES ARE \$3.00 EACH

THE FEE TO PRODUCE AN UNOFFICIAL TRANSCRIPT IS \$5.00. ADDITIONAL COPIES ARE \$2.00 EACH. PLEASE SUBMIT YOUR REQUEST WITH PAYMENT TO:

**CASTLEMONT HIGH SCHOOL
ATTN: IRMA FUENTES
8601 MACARTHUR BLVD
OAKLAND, CA 94605.**

PHOTO ID OR AUTHORIZATION TO RELEASE INFORMATION

COPY OF OFFICIAL PHOTO ID OR AUTHORIZATION TO RELEASE INFORMATION IS REQUIRED TO COMPLETE TRANSCRIPT REQUESTS OR EDUCATION VERIFICATIONS. **PLEASE NOTE THAT FAXED COPIES OF IDs ARE NOT ACCEPTABLE AS THE PHOTOGRAPH IS NOT VISIBLE.** MAIL A COPY OF YOUR ID WITH YOUR REQUEST AND PAYMENT, OR EMAIL A COPY OF YOUR PHOTO ID TO: irma.fuentes@ousd.k12.ca.us.

THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE YOUR REQUEST. MISSING INFORMATION COULD DELAY COMPLETION OF YOUR REQUEST.

NAME USED WHEN ENROLLED AT CASTLEMONT

GRADUATION YEAR OR LAST YEAR ATTENDED

IF YOU ATTENDED CASTLEMONT COMMUNITY OF SMALL SCHOOLS WITHIN YEARS 2004 AND 2012, PLEASE INDICATE WHICH SMALL SCHOOL YOU ATTENDED:

- CASTLEMONT BUSINESS AND INFORMATION TECHNOLOGY SCHOOL
- EAST OAKLAND SCHOOL OF THE ARTS
- LEADERSHIP PREPARATORY HIGH SCHOOL

INDICATE PURPOSE OF THIS REQUEST

EDUCATION VERIFICATION FOR EMPLOYMENT		EDUCATION VERIFICATION FOR EDUCATIONAL PURPOSES		FOR PERSONAL OR OFFICIAL PURPOSES	
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REQUESTING AGENCY, ORGANIZATION OR EDUCATIONAL INSTITUTION

TO WHOM AND WHERE WOULD YOU LIKE US TO MAIL YOUR TRANSCRIPT(S)

ATTENTION TO:	
ADDRESS:	
CITY AND ZIP	

YOUR PHONE NUMBER(S):

CELL	HOME	WORK
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EMAIL ADDRESS

**PLEASE NOTE, IF YOU ATTENDED CASTLEMONT HIGH SCHOOL PRIOR TO 1988, PLEASE CONTACT:
OUSD MICROFILM DEPARTMENT
PHONE: 510-273-1647
FAX: 273-1602**

