

COUNSELING OFFICE/OFICINA DE CONSEJERIA

(209) 556-1920 FAX: (209) 538-8978

M-F 7:00 A.M.- 4 P.M.

Cassie Castillo- Counseling Tech ext. 5373

(habla español)

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Nicole Foster- Registrar ext. 5367

nfoster@ceres.k12.ca.us



TRANSCRIPT REQUESTS:

When requesting transcripts it needs to be done in writing. You can come into the CHS Counseling office to fill out a request form, e-mail a request or fax a request. **Transcripts are ONLY processed on Tuesday's and Thursday's. There is a \$1 charge per transcript!**

The information needed to process the request is as follows:

1. Full Name (include maiden name or name used while attending)
2. Year of Graduation or attendance
3. Date of Birth
4. Phone number you can be contacted at
5. Do you want to pick it up, have it faxed, or mailed
(If sending another person to pick up transcript this information needs to be on the request.)
6. Fax number or mailing address where information is to be sent.