

Diploma/Transcript Request Form

Diplomas: We don't retain copies of diplomas, we have to re-order from Herff Jones for replacement and will take about 8-10 weeks to process. Diplomas **must be picked up in person** and will give you a call when ready for pick up

Official transcripts: for schools and employers, can be mailed or hand-carried, but **MUST** remain sealed.

Unofficial transcripts: can be mailed or picked up in person, and will be stamped unofficial.

Requests must either be mailed or hand delivered to Independence High School (no faxes or emails).

If sending request via U.S. mail: include a photocopy of a photo ID, the request form with your signature and payment (see below for payment information).

If transcript is to be mailed by Independence, please provide the name, address and *attention: to* information of the receiving company or school.

Mail to:

Independence High School
ATTN: Registrar
617 North Jackson Avenue
San Jose, CA 95133

If requesting in person: bring your photo ID and payment

FEES:

- Transcript and diplomas requiring payment will not be processed until paid. Cash, company check or money order (payable to Independence High School) are the only forms of payment accepted. **Personal checks are not accepted.**
- Diplomas: \$30.00
- Official transcripts: \$5.00
- Unofficial transcripts: \$2.00
- Current student: no charge

**** *If transcript needs to be mailed internationally, you need to tell us what the cost of postage will be for a letter sized envelope to assure correct postage.***

Today's Date: _____

_____ DIPLOMA ORDER

_____ OFFICIAL TRANSCRIPT _____ UNOFFICIAL TRANSCRIPT

Name used while attending Independence High School:

Last Name _____ First: _____ MN: _____

Date of Birth: _____ Student ID (if you know it) _____

Last year you attended I.H.S. (example: 2012) _____

Your Phone () _____

Signature:

Name of college, company, agency, etc. to mail to:

Address: _____

City: _____

State and Zip Code: _____

Attention to: (Name or Department: _____