

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 [Gilbert West School](#)

Walk-in Hours: [7:30 a.m. to 4:00 p.m.](#) Monday through Friday. [Attn: Transcript Request, 6855 La Palma Ave., Buena Park, CA 90620](#)

Alumni 2002 and before*

Mail your request or stop by the Anaheim Union High School District Office

Walk-in 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) 999-3586 for assistance.

***Oxford Academy** issues transcripts for all former students. Contact the Records Office at (714) 220-3068 for assistance.