

# BUENA HIGH SCHOOL

5670 Telegraph Road, Ventura, Ca 93003

Records Office (805) 289-1826 Ext. 1008



## Transcript or Records Request Form

Records are available only for current students or students who have graduated or non-graduates who attended Buena High School within the last two years. To request for prior years, please contact VUSD Records Department by calling (805) 641-5000 ext. 1145 or [mary.lowe@venturausd.org](mailto:mary.lowe@venturausd.org)

### Check type of record(s) you are requesting:

- Official Transcript** (\$1.00 Certified copy, must include self-address stamped envelope per request. Official Transcripts can only be mailed.)

Provide a forwarding address for your Official Transcript below:

Name of College/University/Other \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

- Unofficial Transcript** (Copy only)

Provide a forwarding email address for your Unofficial Transcript below:

Email Address \_\_\_\_\_

- Enrollment History** (\$2.00)

- Immunization**

- Other** (Specify) \_\_\_\_\_

Fees are payable to: Buena High School

### Please complete the following:

Reason for Release of Student Record:  Transfer  College Entrance  Other

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Daytime telephone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the following items to [carmen.aparicio@venturausd.org](mailto:carmen.aparicio@venturausd.org)

1. Clear copy of picture ID (driver's license, state picture I.D., or passport)
2. Completed Transcript or Records Request Form

**Fees will not be applied.**

For office use only:

Date received \_\_\_\_\_ Fee(s) Collected \$ \_\_\_\_\_

Date processed \_\_\_\_\_