

# 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](http://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 [Polaris High School](#)

Walk-in Hours: [7:30 a.m. to 4:00 p.m.](#) Monday through Friday. [Attn: Transcript Request, 1800 W. Ball Road, Anaheim, CA 92804](#)

#### 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.