

Registrar's Office Information

Salinas Adult School
20 Sherwood Place
Salinas, CA 93906

Contact: Allison Hulden

Email: allison.hulden@salinasuhdsd.org

Phone number: 831-796-6900 ext. 1340

Fax number: 831-796-6940

Office Hours:

Monday to Friday
8:00 am to 5:00 pm
(closed for lunch)

Transcript Request and/or Attendance Verification: [Release of Information Form](#)

For ordering, a transcript of your credits earned at the Salinas Adult School or obtaining official attendance confirmation, complete and submit an official request form.

Schools requesting transcripts, call (831) 796-6900 ext. 1340 or mail request to:

Attn: Salinas Adult School Registrar
Salinas Adult School
20 Sherwood Place
Salinas, CA 93906

Payment expected with request.

Official Transcript: \$2.00 (sealed)
Unofficial Transcript \$1.00 (unsealed)
Attendance Verification: No Charge

Salinas Adult School
20 Sherwood Place * Salinas, CA 93906 * (831) 796-6900
Fax-Attn: SAS Registrar (831) 796-6940

RELEASE OF INFORMATION

I give the Salinas Adult School registrar my consent to release copies of my student records, including my attendance records as requested below.

REQUESTED BY: (Please print clearly)

Name: _____

Name while attending school if different from above:

Dates you attended the Salinas Adult School:

From: Month _____ Year _____ To: Month _____ Year _____

Your **DATE OF BIRTH:** (month/day/year): _____ / _____ / _____

Your **current PHONE NUMBER:** _____

Your signature: _____ Date: _____

REQUEST FOR QTY:

_____ OFFICIAL TRANSCRIPT(S) - (*SEALED*) Years Attended: _____

_____ UNOFFICIAL TRANSCRIPT(S) - (*UNSEALED*) Years Attended: _____

_____ ATTENDANCE VERIFICATION

For these dates: _____ / _____ / _____ *to* _____ / _____ / _____
(month) (day) (year) (month) (day) (year)

Mail sealed copy of my transcripts to:

Institution: _____

Address: _____

City: _____ State: _____ ZIP: _____

FAX my official transcripts to:

Name of Institution: _____

FAX NUMBER: (_____) _____ - _____

I will pick up: **Please show your photo ID when picking up your transcript.**

FEES: \$2 for sealed official transcript

\$1 for unsealed, unofficial transcript

Attendance Verification – no fee

- **Payable when requested. We accept cash, money order, check, Visa, MasterCard, & Discover.**
- **Credit card payments can be made over the phone.**
- *If paying with cash please have exact change.*