

# "HOME OF THE ROCKETS"

MOON VALLEY HIGH SCHOOL

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## TRANSCRIPT REQUEST

Turnaround time is 48 hours upon receipt of fax, mail, or email request.

**REQUIRED: All information must be completely filled in and legible. You must submit a photocopy of your current driver's license or picture ID and fax, mail, or email it with this request. Any request received without picture ID will not be processed.**

**Faxed request must include a lightened copy of photo ID.  
Email request must have request form and ID scanned.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name while attending MVHS: \_\_\_\_\_ Birth date: \_\_\_\_\_

Last year attended MVHS: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- 1) IF YOU WANT THIS MAILED TO YOUR HOME: YOU MUST PROVIDE YOUR COMPLETE MAILING ADDRESS.
- 2) IF MAILED TO A SCHOOL: YOU MUST PROVIDE THE SCHOOL NAME AND COMPLETE MAILING ADDRESS  
Transcripts are sent to Undergraduate Admissions unless you indicate a specific department.  
(Ex: Nursing Program, Honors Program, Financial Aid).

Name of School/Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please fax my transcript to School/Employer listed above to the attention of: \_\_\_\_\_

The fax number is: \_\_\_\_\_ The Phone number is: \_\_\_\_\_

OFFICIAL is sent unless you indicate below – school embossed stamped seal mailed in a sealed envelope.

Usually requested for verification of graduation, schools, scholarships, employment, etc.

\_\_\_ Please send UNOFFICIAL has an unofficial stamp. Usually requested as copy for self, insurance etc.

**Written Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

*For office use:*

Date received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Mailed: \_\_\_\_\_ Faxed: \_\_\_\_\_