

## Former Student Request for Official Transcript

*\*\*\*Approximate processing time is 3-5 days.\*\*\**

Da Vinci Charter Academy does not charge for graduate student transcripts.

You **MUST** provide a stamped-addressed envelope for each Official Transcript you request. They will be mailed directly to the school or organization.

Unofficial transcripts can be picked up in the office, or mailed to you, if you provide a stamped, self-addressed envelope.

If you have any questions, please email Cynthia Jimenez at [cjimenez@djud.net](mailto:cjimenez@djud.net)

Date of request \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Other Names Used \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Email address \_\_\_\_\_

\_\_\_\_\_ Official Transcript (signed & sealed, sent directly to college or organization)

**\*\*You MUST provide a stamped addressed envelope for each official transcript.\*\***

Address where you want transcript sent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Unofficial - Pick up in person

\_\_\_\_\_ Unofficial - Mailed to you –stamped, addressed envelope must be provided.

Former Student Signature \_\_\_\_\_

Mail or bring this completed form to:

Da Vinci Charter Academy  
1400 East 8<sup>th</sup> Street  
Davis, CA 95616

Questions: Please email Cynthia Jimenez at [cjimenez@djud.net](mailto:cjimenez@djud.net)

Office Use \_\_\_\_\_ Transcript sent \_\_\_\_\_