

JOHN BURROUGHS HIGH SCHOOL TRANSCRIPT REQUEST FORM
1920 WEST CLARK AVENUE, BURBANK, CA 91506

DATE: _____

NAME WHILE IN JBHS: _____

LAST YEAR ATTENDED WAS: _____ GRADE LEVEL: ☐ 9th ☐ 10th ☐ 11th ☐ 12th

PHONE NO.: _____ DOB: _____

NUMBER OF TRANSCRIPTS TO REQUEST:

_____ OFFICIAL TRANSCRIPTS (\$8.00/Copy)

_____ UNOFFICIAL TRANSCRIPTS (Free)

- ☐ **EMAIL:** For unofficial copy, please write email address below.
- ☐ **MAIL OUT:** Please write recipient's name and address below. *When mailing out, include copy of current govt ID & \$8 Money Order for official transcript copy.* School Address: JBHS, 1920 West Clark Avenue, Burbank, CA 91506. Attn: Registrar.
- ☐ **PICK UP:** For time & date, please call the Registrar at 818-729-6900 x 61930. Exact cash amount or card payment is accepted.

Student Signature

Parent Signature (if student under 18 and needs
an official transcript- parent must sign)