



Adult & Community Education

San Mateo Union High School District

SMART Center · 789 E. Poplar Avenue, San Mateo, CA 94401 · (650) 558-2100 · FAX 762-0232

Lawrence Teshara, Director

High School Diploma Transcripts Request

Name used when attending School

(First)

(Middle)

(Last)

Current Address: _____

Phone #: _____

Date of Birth: _____

Dates of attendance or Graduation Date: _____

Official Transcripts \$5.00 Each **QTY:** _____

Please enclose payment. No Credit Cards or Personal Checks accepted
Money orders can be made out to San Mateo Adult School
Transcripts are processed in 3-5 business working days

Send Transcripts to: **Name and Address of School/ or Individual**

(Name of School, or Individual)

(Address, Phone Number, Fax Number)

Signature: _____

Date: _____

Please sign and mail the complete form to:
San Mateo Adult School
789 E. Poplar Ave
San Mateo CA 94401
Attn: Carlota Zuniga