

# **West Hills High School Request for Transcripts**

Requesting a copy of your transcripts must be done in person or through the mail.

To Request by mail please include the following:

- Name you attended under
- Date of Birth
- Year of Graduation or approximate year of attendance.
- Where to mail the transcript along with your signature and \$2.00

To Request in Person:

- You must come during the hours of 7:00 and 3:30
- Bring a picture ID such as your drivers license along with \$2.00
- If you need the transcript mailed to a college or place of business have the address with you.

Copies of High School diploma's are not kept on file due to the fact they are not the official documentation of graduation. The student's official transcript is considered the official documentation of graduation.

West Hills High School  
8756 Mast Blvd.  
Santee, CA 92071