

For Questions Please Call 818-889-1262 ext. 243 or email [AHSRegistrar@lvusd.org](mailto:AHSRegistrar@lvusd.org)

{tab= Current Student Transcript Procedure}

- \* A parent or a student may request a copy of an official or unofficial transcript.
- \* The cost is \$5.00 per transcript
- \* Parent or student may either fill out a request form in the registrar's office on campus or mail the PDF form from the web into the office
- \* Payment is due at the time the request is submitted. We accept checks via mail or cash or checks in person made out to Agoura High School.
- \* It is district policy that we DO NOT accept faxed transcript requests and WE DO NOT FAX TRANSCRIPTS. (Exception is for students who have transferred to another school and school sends request for records. In order that the student is able to register, we will fax unofficial transcript and immunization record only.)
- \* Federal express, credit cards, other special mailings, rushes or faxes are not available.

{tab= Past Student Transcript Procedure}

- \* A parent or a student may request a copy of an official or unofficial transcript in person in the Counseling Office. ID is required to pick up transcripts.
- \* Requests may also be made via US mail, by printing the PDF form from the AHS website.
- \* Transcript(s) may be picked up in person or mailed. **If you would like AHS to mail your transcript, you must provide a pre-addressed, postage pre-paid envelope for each transcript.**
- \* If you request a transcript by US mail, **a photocopy of your driver's license is REQUIRED.**
- \* Fee is \$5.00 per transcript, payable at the time of request. We accept checks via mail or cash or checks in person made out to Agoura High School.
- \* It is district policy that we DO NOT accept faxed transcript requests and WE DO NOT FAX TRANSCRIPTS.
- \* Federal express, credit cards, other special mailings, rushes or faxes are not available.

{tab=Document Procedure}

- \* A parent or a student may request a copy of an official document.
- \* The cost is \$0.25 per page with a 48-hour turn around. Documents must be picked up in person.
- \* Parent or student may either fill out a pink request form in the registrar's office on campus or mail a letter to the registrar with his/her name, birth date, and list of documents requested.
- \* Payment is due at the time the documents are picked up. We accept checks via mail or cash or checks in person made out to Agoura High School.
- \* ID is required to pick up **all** documents.

{tab=Print Transcript Form}

Click the link below to print.

[Transcript Request Form](#)

Fill out and Mail to:

Agoura High School Attn: Registrar  
28545 W Driver Ave  
Agoura Hills, Ca. 91301

