

High School Transcript Request Procedures

Use the following grid for instructions on how to retrieve your high school transcripts

If your high school is not listed contact your high school directly or the school district for information on transcript retrieval

High School	School District	Phone	How do graduating seniors obtain their official transcripts?	Is there a fee? If so, how much?	For how many years after a student graduates can they obtain their transcripts at the school?	What would then be the process?	Is there a cost?
Arrow HS/Sunflower	Charter Oak USD	(909)914-3961 ext 60210	Parchment.com	No fee	No limit	Parchment.com notifies school and they mail out	\$7 cash
Ayala High School	Chino Valley USD	909-627-3584 ext. 2736	Parchment.com or HS/Office	3 dlls on parchment	2 years after graduating	District Office	No fee
Baldwin Park High School	Baldwin Park USD	626-960-5431 ext. 3591	HS/Come in to the office w/ID	\$5 cash for each	No limit	HS, Come in with ID	\$5 cash
Bassett High School	Bassett USD	626-931-2686	HS/Request them from Main office	No fee	2 years	District office after 2 years	No fee
Bishop Amat High School	Private	(626) 962-2495	Contact HS for information	Contact HS for information	Contact HS for information	Contact HS for information	Contact HS for information
Bonita High School	Bonita USD	909-971-8220 ext.2065	Parchment.com	No fee	No limit	HS Registrar Office, no form	No fee
Boys Republic High School	Chino Valley USD	909-628-1217 ext. 232	Group home or probation officer would request a copy	No fee	No limit	HS/Call or mail the request	No fee

Buena Vista High School	Chino Valley USD	909-628-9903 ext. 7940	HS Office	No fee	No limit	District Office, After 3 years Student Support Services	Not aware
Canyon View School	Private	909-599-1227 ext 1418	Over the phone or fax	No	10 years	district office	No

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Chaparral High School/Ed Jones Center	Bonita USD	909-971-8240 ext. 4051	HS/Registrar Office	No fee	No limit	HS Registrar Office, no form	No fee
Charter Oak High School	Charter Oak USD	(626) 915-5841 ext. 30219	Parchment.com	No fee	No limit	Parchment.com notifies school and they mail out	\$7 cash
Chino High School	Chino Valley USD	909-627-7351 ext. 3733	HS Office	No fee	No limit	District Office, After 3 years Student Support Services	Not aware
Chino Hills High School	Chino Valley USD	909-606-7540 ext. 5469	HS Office	No fee	No limit	District Office, After 3 years Student Support Services	Not aware

Coronado High School	West Covina USD	626-931-1810 ext. 3814	HS/Office or parchment.com	parchment 1-2 free, then 3\$ for each	forever	HS/Office or parchment.com	\$3 per transcript
Covina High School	Covina Valley USD	626-974-6020	HS/Registrar Office	No fee for current students	No limit	HS/Request at registrar's office or by mail	2 dlls
Damien High School	Private	(909) 596-1946 ext.231	Contact HS for information	Contact HS for information	Contact HS for information	Contact HS for information	Contact HS for information
Diamond Bar High School	Walnut Valley USD	909-594-1405 ext. 33456	parchment.com	parchment 1-2 free, then 3\$ for each	Contact HS for information	Contact HS for information	Contact HS for information

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Diamond Ranch High School	Pomona USD	(909) 397-4715	HS/Registrar Office	No	Graduates before 2006	District Office	No
Don Lugo High School	Chino Valley USD	909-591-3902 ext. 4773	HS/Registrar Office	Not sure	After 3 years of graduating	District Office, After 3 years Student Support Services	Not aware
Edgewood High School	West Covina USD	626.939.0600	HS/Office or parchment.com	parchment 1-2 free, then 3\$ for each	Contact HS for information	Contact HS for information	Contact HS for information

Fairvalley High School	Covina Valley USD	626-974-4800	HS/graduate they get a free copy	Not fee	No limit	HS/Request at registrar's office or by mail	No fee
Fremont Academy	Pomona USD	(909) 397-4521	HS/Registrar Office	No	2005 and before	District Office	No
Ganesha High School	Pomona USD	(909) 397-4400 ext. 30181	HS/Registrar Office	No	Contact HS for information	Contact HS for information	Contact HS for information
Garey High School	Pomona USD	(909) 397-4451	HS/Registrar Office	No	Contact HS for information	Contact HS for information	Contact HS for information
Glendora High School	Glendora USD	(626)963-5731 ext. 250	HS/Registrar Office	No fee for current students	No limit	Calling the school	\$5 cash
I Poly High School	LACOE		HS/Office. Navient (electronic) or mailed	No	Call LACOE if before 2009, After 2009 use Parchment	Parchment.com	No
La Puente High School	Hacienda/La Puente USD	626 -934-6723	Parchment.com or HS/Office	No	2005 and after	Parchment.com	No
Los Altos High School	Hacienda/La Puente USD		Parchment.com	No	After 7 years of graduating	Parchment.com	No

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Nogales High School	Rowland USD	626-965-3437 ext.3512	HS/in person or online at HS website	\$3 per transcript	available since 1965	in person or online nogaleshs.org request online	\$3 per transcript
North Park High School	Baldwin Park USD	626-337-4407	HS/When they graduate they get official copy for free	No fee	No limit	HS, Come in with ID	\$5 cash

Northview High School	Covina Valley USD	626-974-6120	HS/Registrar Office	No for current students	No limit	HS/Request at the registrar office or school website	\$2 cash
Nueva Vista High School	Bassett USD	626-931-3177	HS/Request them from Main office	No fee	2 years	District office after 2 years	No fee
Palomares Academy	Pomona USD	(909) 397-4539	HS/Registrar Office	No	Contact HS for information	Contact HS for information	Contact HS for information
Park West High School	Pomona USD	909-397-4900 Ext. 2326	HS/Registrar Office	No	2005-current	form through Registrar's office	No
Pomona Catholic High School	Private	909-623-5297	HS/Office	\$5 per transcript	forever	HS/transcript request form	\$5 per transcript
Pomona High School	Pomona USD	(909) 397-4498	HS/Registrar Office		Contact HS for information	Contact HS for information	Contact HS for information
Ron Hockwalt Academies	Walnut Valley USD	(909) 444-3611	parchment.com	parchment 1-2 free, then 3\$ for each	Contact HS for information	Contact HS for information	Contact HS for information
Rowland High School	Rowland USD	(626) 965-3448 Ext. 3215	HS/Office or on HS website	\$3 per transcript	available since 1965	same as usual	\$3 per transcript

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San Dimas High School	San Dimas USD	909-971-8230 ext. 3065	parchment.com or HS/Office	In person no fee, parchment \$5	forever	parchment.com or in person	In person no fee, parchment \$5

Santana High School	Rowland USD	626-9653496 Ext. 1627	HS/Registrar Office	\$5 per transcript	since 1996	form through Registrar's office	\$5 per transcript
School of Arts and Enterprise	Charter School	909-622-0699	HS/Request at office or via email	No fee	No limit	HS, request at the office or via email	\$3 cash
School of Extended Educational Options: SEEO	Pomona USD	(909) 397-4900 Ext. 2427	HS/Registrar Office	No	5 years	District office	no
Sierra Vista High School	Baldwin Park USD	626-960-7741	HS/Transcript request form with Counseling	No fee for current students	No limit	HS, transcript request form at the office	\$5 cash
South Hills High School	Covina Valley USD	626-974-6220	HS/Registrar Office	No fee for current students	No limit	HS/Request at the registrar office or school website	\$2 cash
St. Lucy's Priory High School	Private	626-335-3322	Navient or HS/Office	\$5 per transcript	forever	HS/or high school website	\$5 per transcript
Valley Alternative High School	Hacienda/La Puente USD	626-933-3400 ext. 3403	Parchment.com	No	Before 2000 through district office	Parchment.com	
Village Academy	Pomona USD	(909) 397-4900	HS/Registrar Office, over the phone, or in person	No	2005-current	Over the phone, or in person	No
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Walnut High School	Walnut Valley USD	909-444-3644	parchment.com	parchment 1-2 free, then 3\$ for each	Contact HS for information	Contact HS for information	Contact HS for information
West Covina High School	West Covina USD	626-859-2900	HS/Office or parchment.com	parchment 1-2 free, then 3\$ for each	Contact HS for information	Contact HS for information	Contact HS for information
Whitcomb High School	Glendora USD	(626) 852-4550	HS/Registrar Office	No fee	No limit		No fee
Wilson High School	Hacienda/La Puente USD	626-934-4422	Parchment.com	No	If older than 1999 through district office	Parchment.com unless told otherwise	No
Workman High School	Hacienda/La Puente USD	626-933-8800 ext. 8821	Parchment.com	No	Before 2000	District if before 2000 otherwise Parchment.com	No

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