

Fresno Adult School Transcript Request Policy

(TRANSCRIPT FEES FOR ALL HS/CTE DEPARTMENT ARE WAIVED DURING COVID19 CLOSURE, PROCESSING TIME FOR ALL REQUESTS IS 10-14 DAYS)

STUDENT or VENDOR REQUESTS:

Mail or fax request to: Fresno Adult School, Cesar Chavez Adult Education Center
Attn: Registrar Department
2500 E Stanislaus Street
Fresno, CA 93721
Fax: 559-457-6001 or 559-457-6004

Documents Needed:

- Clear Copy of Driver's License (hand written DOB on copy would be helpful)
- Letter signed and dated by student. Vendors please attached a record of release consent from the student with transcript request
- Please provide contact number and address of where you would like your transcripts mailed or faxed and your contact number, in case we need to get a hold of you. **We do not provide any student record/transcripts via E-Mail!**
- Copy of HS Diploma or CTE Certificate (if you have a copy, this is not required but helpful for researching purposes)

*****STUDENTS ALSO HAVE THE OPTION OF HAVING THE SCHOOL FAX US THEIR TRANSCRIPT REQUEST*****

GED Requests:

******All GED requests, please refer to www.GED.com******

Thank you for your patience & understanding,
Fresno Adult School, Cesar Chavez Adult Education Registrar Department