





College of Extended and Global Education and Chino Valley U SD  
Online High School Program (CVUSD) - Fall'22/Spring'23  
**Transcript Request Form**

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_  
Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Grade Level for 2022 - 2023 school year: \_\_\_\_\_  
Parent/Guardian First Name: \_\_\_\_\_ Parent/Guardian Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I do not want this course added to my student's transcript (course is for survey/practice only).

**Transcript Information**

One (1) transcript will be mailed for each paid session; additional transcripts will be charged a fee of \$7.00. Students must complete a Course Agreement with their instruction in order to receive a grade. Students who receive a "NG" (No Grade) will NOT receive a transcript and their Course Agreement will be filed with the Chino Valley Unified School District's Alternative Education Department.

Email Transcript       Mail Transcript       Pick Up Transcript: Location: Alternative Education Center  
15650 Piperline Ave, Chino Hills 91709

**Transcript to be Mailed/Emailed to:**

Parent Name or School Site: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Current School Counselor: \_\_\_\_\_

**Course Student is Registered for:**

Course Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Transcripts will be mailed within 2 weeks of the completed course date. CSUSB/Chino Valley USD is not responsible for transcripts that are lost or stolen. **Additional** transcripts can be requested for a \$7.00 fee by faxing a Transcript Request Form to Cal State San Bernardino's College of Extended and Global Education Office at (909) 537 - 5976. Once a request has been received a member of the College of Extended and Global Education staff will contact you to verify the information and receive payment. Please email completed form to [ohsprogram.pace@csusb.edu](mailto:ohsprogram.pace@csusb.edu)

**FOR OFFICE USE ONLY**  
**DO NOT WRITE BELOW THIS LINE**

Date Requested Received: \_\_\_\_\_  
Processed By: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

**College of Extended and Global Education and Chino Valley USD  
 (CVUSD) Online High School Program - Fall'22/Spring'23**

## Course Agreement

### Student Information

|                 |  |       |  |               |  |             |  |
|-----------------|--|-------|--|---------------|--|-------------|--|
| Student's Name  |  | Grade |  | DOB           |  | Student ID# |  |
| Home School     |  |       |  | Counselor     |  |             |  |
| Contact #       |  |       |  | Student Email |  |             |  |
| Parent/Guardian |  |       |  | Parent Email  |  |             |  |

### Course Information

|              |  |                  |  |
|--------------|--|------------------|--|
| Course Title |  | Semester/Session |  |
|--------------|--|------------------|--|

### Course Activity Information:

| Date | Student Grade Book Sheet          | Total Days | Total Hours |
|------|-----------------------------------|------------|-------------|
|      | See Attached                      |            |             |
|      | (Teacher will attach work sample) |            |             |

- By signing this agreement I understand I will receive credit for the course listed above.
- By signing this agreement I understand this course will NOT be taken for course credit.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

**FOR OFFICE USE ONLY**

### Student Attendance

- No Orientation     Student has missed 3 days \_\_\_\_\_  
Last Day Attended     Student dropped course \_\_\_\_\_  
Last Day Attended

### GRADE SUMMARY:

The above student earned \_\_\_\_\_ credits in \_\_\_\_\_ Grade \_\_\_\_\_

The Teacher's Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Grade Posted By \_\_\_\_\_ Date \_\_\_\_\_