Office Hours: Monday thru Thursday

8:30 am – 3:00 pm (closed from 1pm-2pm for lunch)

We will make every effort to complete these requests within 24 hours from the date of your request. * Please note that we have 5 business days to complete the request.

Transcript requests must be in writing and must include:

- Legal Name
- Birthdate
- Social Security Number
- Dates of Attendance at Hayward Adult School
- Telephone Number
- Your Signature
- Payment of $3.00

Address of person or agency to receive mailed transcript.

COST OF TRANSCRIPT IS

$3.00 in cash, credit, debit or money order.

H U S D/Hayward Adult School – TRANSCRIPT REQUEST
The Hayward Center/Adult School  
Dr. Guy “Zak” Zakrevsky, Director • gzakrevsky@has.edu

22100 Princeton St., Hayward, CA 94541

Complete one request for each different address to which you are sending copies.

<table>
<thead>
<tr>
<th>Student’s First Name</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Present Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Phone #: ________________________________

Email: ________________________________

Maiden/Former Name: ________________________________

Birth Date: ______________

1) Send Transcript to:
   ________________________________
   ________________________________
   ________________________________

2) Send Transcript to:
   ________________________________
   ________________________________
   ________________________________

Number of copies: __________

Year of graduation: __________

Requesting records from:
   ____ High School
   ____ CTE
   ____ Attendance only

Name of last school attended: ________________________________

Student Signature: ________________________________

*Transcript fee - $3.00 EACH
*Payment by cash, check, credit, debit or money order.

***Valid Government issued ID is required for all request. Please attach copy when requesting via email/mail. Must bring with you for in person request.