

## **Summer Transcript Requests (2017)**

The Gunn Registrar will be gone for the summer, starting on Monday, June 19. She will return on Thursday, August 10.

Note to Class of 2017: All Parchment transcript requests will be processed by the Registrar, as of June 16 at 11 am. No more Parchment requests will be processed by the Registrar until school resumes in August.

Any student/alumni who needs a transcript this summer can do the following:

-June 19 - June 30: See either Gunn Main Office secretary Martha Elderon or Assistant Principal Jack Ballard for an unofficial or official transcript. If you need an UNOFFICIAL transcript, s/he can print one out and hand it to you. (Transcripts are not emailed!) If an institution is requesting an OFFICIAL transcript, bring an envelope, stamped and addressed to the institution (with Gunn's address as the return address). Mrs. Elderon or Mr. Ballard will print out your transcript and mail it for you. If Mrs. Elderon or Mr. Ballard are not around, go to the Welcome Center at the District Office (25 Churchill).

-July 1 - August 9: Go to the Welcome Center at the District Office (25 Churchill). They can process your transcript request. Or you can go to their website ([www.pausd.org/student-services/student-records](http://www.pausd.org/student-services/student-records)).