

NPHS Transcript Requests



There is a \$5.00 cash or money order fee for official transcripts. Former grads may download form and mail or walk in to request with ID.

To request an official transcript in person: Check in with Mrs. Jensen the NPHS receptionist in the Administration Building. She will give you a visitor's pass and direct you to Mrs. Bernstein, the Counseling Secretary in the main office. Submit a completed Transcript Request form along with your \$5.00 cash or money order fee and a copy of your ID.

To request an official transcript by mail: Print and fill-out the [Transcript Request](#). Mail the completed form along with the \$5.00 cash or money order fee to:

NEWBURY PARK HIGH SCHOOL
ATTENTION: COUNSELING SECRETARY
456 N. REINO ROAD
NEWBURY PARK, CA 91320

To request an unofficial Transcript: An unofficial copy of the transcript may be requested at no charge. Please follow the directions above for in person/mail requests or you may email the form along with a copy of your identification. Email form and a copy of your ID to Mrs. Bernstein: leilabernstein@conejousd.org.

Transcripts are generally ready within 48 hours of your request. If you have questions regarding your transcript or transcript request, please call NPHS at (805) 498-3676 X1016 and ask for Mrs. Bernstein, Counseling Secretary.
