

Thomas Downey High School Registrar

Contact Information:

Nicole Escobedo

Location Room #60

Phone: (209) 574-1697

Fax: (209) 576-4258

Email: Escobedo.N@monet.k12.ca.us

Office Hours:

7:00 am to 3:30 pm

Monday-Friday

How to Request Your Transcripts or High School Records:

You can request a transcript electronically or by contacting me directly through email, phone or fax. All requests will be processed within 3-5 business days.

Students who graduated in 2000 through the current year may request transcripts online through Parchment for a small fee at <http://www.parchment.com>. This is a safe, paperless, and quick way to send transcripts directly to the destinations of choice.

For proof of enrollment, transcripts or other inquiries you can Email, Fax, Phone or Mail request to the registrar. Please be sure to include the following information when requesting for transcripts or records:

Year of graduation

Your full name at the time last attended

Your date of birth

Your current phone number

Attach a copy of your picture ID

The address of where you want the transcript mailed or let me know if you are picking the records up at Thomas Downey HS

If requesting SAT, PSAT, ACT or AP test records, please click on the links below:

ACT: <http://www.actstudent.org/>

PSAT/SAT/AP: <https://sat.collegeboard.org/>

Third Party Request & Graduation Verifications: All graduation verification request must be faxed along with a release signed by the former student to (209) 576-4258