



Ventura County Office of Education  
 Educator Support and Effectiveness  
**Transcript Request Form**



INSTRUCTIONS: The Ventura County Office of Education requires your authorization to release an official transcript of your program records. Your transcript will not be processed until the Transcript Request form is received with your payment. Please complete the following:

**1. PROGRAM CANDIDATE INFORMATION: I authorize the Ventura County Office of Education to release my program records as directed below.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year(s) in VCOE Program (e.g., 2010-2012): \_\_\_\_\_

Program I was enrolled in (check all that apply):

- Teacher Induction Program – to obtain your clear teaching credential
- Administrator Induction Program – to obtain your clear administrative credential
- Designated Subjects Credential Program: Career Technical Education (DSC CTE) or Adult Education
- Other (specify): \_\_\_\_\_

**2. TRANSCRIPT REQUEST INFORMATION:**

a. I am requesting \_\_\_\_\_ transcript(s).

Cost Calculator:

Number of Copies	1	2	3	4	5
Cost	\$5	\$7	\$9	\$11	\$13
Processing Fee	\$10	\$10	\$10	\$10	\$10
<b>TOTAL:</b>	<b>\$15</b>	<b>\$17</b>	<b>\$19</b>	<b>\$21</b>	<b>\$23</b>

b. To pay transcript fees:

- By check: make payable to “Ventura COE”
- By online payment: Go to <https://ese.gosignmeup.com>. Click the category of “Transcript Fee” and choose the appropriate fee course (depending on number of copies needed).

c. Please choose how you would like your transcripts delivered:

- Mail to my address referenced above.
- I will pick up at Educator Support and Effectiveness
- Mail directly to (see attachment to list of names/addresses)

**3. SUBMIT TRANSCRIPT REQUEST FORM AND PAYMENT/PAYMENT RECEIPT TO:**

Attn: Academic Advisors  
 Ventura County Office of Education - Educator Support and Effectiveness  
 5100 Adolfo Road, Camarillo, CA 93012  
 Email: [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org) or Fax: (805) 389-4316  
 Questions? Email or Call (805) 437-1320

**TRANSCRIPT ATTACHMENT**

Mail an official transcript to the following:

**ADDRESS 1:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDRESS 2:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDRESS 3:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDRESS 4:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDRESS 5:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_