

## **Transcript Request Instructions**

### **How to obtain an official transcript from VCOE Teacher Support Services**

The Ventura County Office of Education requires your authorization to release your transcript. Your transcript will not be processed until the Transcript Request form is received with payment.

Submit your completed request form and payment to:

Attn: Academic Advisors  
Ventura County Office of Education  
Teacher Support Services  
5100 Adolfo Road, Camarillo, CA 93012

Official transcripts will be issued in separate, sealed envelopes. Transcripts are \$5.00 for the first transcript and \$2.00 for each additional copy (when ordering at the same time). All requests will be charged a \$10.00 processing fee. *Example:* If ordering 2 transcripts, cost will be \$7.00 + \$10.00 = \$17.00. Refer to the sample chart below:

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

Question: email [academicadvise@vcoe.org](mailto:academicadvise@vcoe.org) or call (805)437-1320



Ventura County Office of Education  
Teacher Support Services  
**Transcript/Verification  
Request Form**



Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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>	\$15	\$17	\$19	\$21	\$23

**1. Please Select Program (check one):**

- ☐ General Education Induction Consortium (BTSA)  
☐ Education Specialist Clear Consortium (BTSA Special Ed.)  
☐ Career Technical Education (DSC)  
☐ Adult Education (DSC)  
☐ Autism Added Authorization  
☐ Orthopedic Impairments Added Authorization  
☐ Early Childhood Special Education Added Authorization  
☐ Language Academic Development Credential (LAD)

**2. Please choose how you would like to receive your transcript(s):**

- ☐ Deliver to above address  
☐ Pick up at Teacher Support Services.

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

Please make checks payable to Ventura County Office of Education (VCOE) and mail to:

Attn: Academic Advisors  
Ventura County Office of Education  
Teacher Support Services (TSS)  
5100 Adolfo Road, Camarillo, CA 93012

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