

Requesting Transcripts From Grossmont Middle College High School

Current Students:

Our school does not automatically send transcripts to colleges. You are responsible for knowing college requirements and deadlines, which vary from campus to campus. If you need a transcript sent to a college or university, contact Ms. Hazlewood or Mr. Martinez. You will need to know the address of the school(s) the transcript is being mailed to. Exception: If you apply to a university using the Common Application, SendEdu, or the Coalition Application, you may enter your counselor's e-mail address in the online application. Confirm with your counselor that he has received the link and uploaded the transcript.

Students who are no longer enrolled at GHS:

Please contact Ms. Hazlewood at chazlewood@guhsd.net and give your full name, when you attended GMCHS, date of birth, year of graduation and the address you need the transcript sent to.

Or Mail the request to: Temporary Address

Grossmont Middle College High School
% Ms. Hazlewood
1600 Cuyamaca St
El Cajon, CA 92020

Transfer students:

The registrar at your new school should fax or email a written request on the school's letterhead, to the attention of our school registrar, [Christy Hazlewood](#). If you need a final transcript, please contact the last school of attendance.