

Student Records Center

Los Angeles Unified School District

Website: achieve.lausd.net/transcripts

Transcript Requests

An official copy of your high school transcripts can be requested online. Please follow these instructions to request transcripts.

First, contact your former school to check if your records are maintained at the school. If the records were transferred to the Student Records Center and you left school before 1995, ask the school clerk for your Record or Index Number. This number is required in order to process the request. Your request may be delayed if your Record or Index Number is missing. Please note that most LAUSD schools close in early June and will not be available to provide your Record of Index Number until the beginning of the next school year in August.

The following schools do not use record or index numbers, proceed to the next step.

- Jefferson High School
- Jordan High School
- Locke High School
- Taft High School
- Van Nuys High School

Second, submit your online request through the order tab on our website, achieve.lausd.net/transcripts. Once your request is submitted, you will be able to track the status of your request online.

- Credit and debit cards are accepted for online requests. Money order with the order number must be mailed to Student Records Center.
- Transcripts are mailed via regular United States Postal Service.
- Please allow approximately 20-30 business days for processing from the date your request is received by the Student Records Center. Requests are processed on a first-come first-served basis.

Helpful Tips



Did you leave high school before 1995?

Obtain Record or Index Number from last high school attended before requesting your transcript. Records before 1995 are microfilmed and take longer to process.

Where do I find my records?

Student records are generally maintained at the last school of attendance for a period of up to five years. Check with your school first if they have your record before contacting Student Records Center. For Adult Schools or AWEC records, contact Division of Adult and Career Education – (213) 241-3150.