

**HACIENDA LA PUENTE ADULT EDUCATION**



**PROCESS TO ACCESS STUDENT RECORDS**

*Mission Statement: Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.*

**JULY 2012**

## **HACIENDA LA PUENTE ADULT EDUCATION PROCESS TO ACCESS STUDENT RECORDS**

HLP AE provides students with academic and attendance information from the main or counseling offices on the Willow Campus located at 14101 E. Nelson Avenue, La Puente California 91746. Information must be requested in writing and identification must be verified with a current, valid picture ID.

### **TRANSCRIPT REQUESTS**

Students may request official CTE or high school diploma transcripts by completing the AUTORIZATION TO RELEASE RECORDS form. These forms are located at the Willow Campus and are published on-line on the HLP AE website. Once the form is completed, the student must show proper ID and pay a non-refundable \$5.00 fee by credit card, cashier's check or cash. Student transcripts are prepared in the counseling office and signed by an Adult Education Counselor or other HLP AE Administrator. The student may pick up the transcript in person with proper ID or direct the school to mail it to a specific institution or individual.

If the GED test was taken at the HLP AE State Approved Testing Center, students may request GED test scores from the Willow Main Office by completing the AUTORIZATION TO RELEASE RECORDS form for tests taken prior to July 1, 1990. If taken after July 1, 1990, students must contact ETS – GED Records Center, P.O. Box 4005, Concord, CA 94524-4005. (866)370-4747.

### **VERIFICATION OF ENROLLMENT AND ATTENDANCE**

Students may request their academic information and verification of enrollment or attendance for outside agencies by completing the Adult Education Counselor Request Form located in the Main Office on the Willow Campus or by meeting with a counselor during scheduled counseling hours. The student may pick up the information in person or direct the school to mail it to a specific institution or individual.

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