

How to Have Outside Coursework Added to Your LAHS Transcript

- The coursework must have been pre-approved by the principal/assistant principal in order to be added to your LAHS transcript
- Only one of the courses listed on your pre-approved form can be added per term
 - For example, if an alternate course was pre-approved, it will be added instead of (not in addition to) the primary course requested
- After completing the course, check with the institution for instructions on how to request an official transcript (call the institution or check the registrar section of the website if it is a college or university)
 - For Foothill: <https://foothill.edu/reg/admission-records/transcripts.html>
 - For De Anza: <https://www.deanza.edu/admissions/order-transcripts.html>
- To be considered an official transcript it should be (if physical) in a sealed envelope, or (if electronic), sent directly to our registrar from the institution.
 - If you have the transcript emailed to yourself and forward it, it's considered unofficial
- If having an official transcript sent to the LAHS registrar **via mail**, address your envelope as follows:

Los Altos High School
Attn: Registrar
201 Almond Ave
Los Altos, CA 94022
- If sending the official transcript **electronically**, enter the registrar's contact information as follows:

Name: Elena Baquero
Email: elena.baquero@mvla.net
- Keep in mind that it can take some time for your outside coursework to be processed and added to your LAHS transcript
- Once coursework has been processed/added to your transcript, it cannot be removed