

***Brawley Union High School District***  
***480 North Imperial Ave.***  
***Brawley, Ca 92227***  
***(760) 312-6084***

Brawley Union High School ~ Desert Valley High School ~ Renaissance Program ~ Adult Education

**REGISTRAR INFORMATION**

Registrar: *Isabel Garcia*  
Phone: 760-312-5158  
Fax: 760-312-6081  
E-mail: [registrar@brawleyhigh.org](mailto:registrar@brawleyhigh.org)

**Enrollment information**

1. Registration packets are available in the Registrar's office located in the Attendance office or in the Counseling Office.
2. Residential verification needed, must be within school boundaries (home utility bill, documents must be under parent or guardian name and address of residence).
3. Immunization records and birth certificate
4. Transcripts and withdrawal grades from previous school
5. Student living with a relative other than their parents will need notarized caregiver form or if a family is living with relatives they will need a written consent.
6. All new incoming students must meet with Assistant Principal for approval.

**Transcript Request**

**Transcript may be requested by fax, mail, or walk in. Walk in can usually pick up record immediately. A request by fax or mail may take up to 5 working days to process.**

**The following information is needed for request of transcripts:**

1. Send a letter to the registrar with a check or money order for \$1.00 paid to the order of BUHSD.
2. Include your name as it appeared when you attended our school, date of birth, graduation date or drop date. Please specify what school you attended in our district.
3. Give the address and contact information as to where you want transcript mailed. If someone other than the student is picking up the transcript, please note the name.
4. If mailing, please allow 10 days for process.

**Locally:**

1. Must complete a transcript request form in the Main Office, there will be a \$1.00 charge.