

**REDLANDS HIGH SCHOOL – RECORDS OFFICE**

840 East Citrus Avenue, Redlands, CA 92374 909.307.5500 Ext. 30170 Email: [teri\\_pantaleo@redlands.k12.ca.us](mailto:teri_pantaleo@redlands.k12.ca.us)

*Note: Please be advised that requests may take up to 5 business days for processing and transcripts will be withheld for charges or fees owed according to Education Code 48904.*

**TRANSCRIPT REQUEST FORM FOR RHS GRADUATES/FORMER STUDENTS**

**IMPORTANT – DO NOT FAX OR EMAIL THIS FORM AS IT WILL NOT BE PROCESSED**

Submit your completed request in one of two ways noted below and payment - **\$5.00 per transcript request by cash or money order payable to Redlands High School \*\*\*no personal checks or credit/debit cards accepted\*\*\***

- Submit in person at the South Campus Information Desk (7:30 AM – 4:00 PM) **OR**
- If you are unable to submit your request in person, mail your completed request and payment to:  
**Redlands High School**  
**Attention Records Office**  
**840 E Citrus Avenue**  
**Redlands, CA 92374**

**\*\*\*Transcripts are processed as OFFICIAL in a sealed envelope, once opened they become unofficial\*\*\***

**Transcripts before 1991, please contact Student Attendance at the District Office at 909.307.5300**

**STUDENT INFORMATION: (Please Print Clearly)**

Name (when attended): \_\_\_\_\_

Current Name (if different from above): \_\_\_\_\_ Birthdate: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ or if Non-Grad, Last School Year Attended: \_\_\_\_\_

Pick up (photo ID required) **Quantity for pick up:** \_\_\_\_\_

Email (**print legibly, notification will be emailed when ready for pick up**): \_\_\_\_\_

Mail (**transcripts cannot be sent to your home**)

**1)** College/University/Organization: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**2)** College/University/Organization: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**RECORDS OFFICE USE ONLY**

Date: \_\_\_\_\_ Paid: \_\_\_\_\_ Initials: \_\_\_\_\_