

## 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 PAST STUDENTS

Records prior to 2004, 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: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Quantity: \_\_\_\_\_ Form of Delivery:  Pick up (photo ID required)  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 \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*\*Please note OFFICIAL copies are sealed in an envelope, and once opened they are unofficial\*\*\*

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

- Submit in person at the South Campus Information Desk (7:00 AM – 4:00 PM)
- If you are unable to submit your request in person, mail the following:
  - 1) **Completed request**
  - 2) **Payment - \$5.00 per transcript request by cash or money order payable to Redlands High School**  
**\*\*\*no personal checks or credit/debit cards accepted\*\*\***
  - 3) **Mail to:** Redlands High School  
Attention Records Office  
840 E Citrus Avenue  
Redlands, CA 92374
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#### RECORDS OFFICE USE ONLY

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