

REDLANDS HIGH SCHOOL – RECORDS OFFICE

840 East Citrus Avenue, Redlands, CA 92374 909.307.5500 Ext. 30170 Email: 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 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 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: _____

Pick up (photo ID required) **Quantity:** _____

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: _____