

REDLANDS HIGH SCHOOL – RECORDS OFFICE

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

Email: Jenice_Vasquez@redlands.k12.ca.us

Note: Please be advised that requests may take up to 5 business days for processing

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**
Graduates & Students over 18 must be present with physical ID for submission of form and at time of pick up
- 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**
- Out of State students will need to work directly with Ms. Vasquez for arrangements

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

Transcripts before 1991, please contact the District Student Attendance 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: _____

Notification: (**please print legibly**) Email: _____ Phone: _____

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