



San Juan
Unified School District

San Juan Unified School District

Rio Americano High School

4540 American River Drive, Sacramento, California 95864

Telephone (916) 971-7496

<https://rioamericano.sanjuan.edu/resources/registrar>

REQUEST FOR RECORDS

Cliff Kelly, Principal
Chris Hauger, Vice Principal (P-Z)
Gina Jackson, Vice Principal (A-G)
Jennifer Keith, Vice Principal (H-O)
Nicole Brito, Registrar

Transcripts are requested via Parchment [CLICK HERE](#)

Student's Name: _____ Student ID#: _____

Current or Year Left Rio _____ Birth Date: _____

Last/ Current school attended in the SJUSD: _____

Current Grade Level: _____

Parent Legal Guardian Self Other: _____

Your Name: _____

Address: _____
Street, City, State, Zip

Please attach a copy of your photo I.D. (valid Driver's License, Passport, etc.) to this request.

What records are you requesting? Examples: Copies of Test Scores, Progress Report Grades, Behavior, Attendance, Special Education Records, Proof of Enrollment, etc., Copy of student records for testing. Please indicate.

Be advised: your request may take up to five (5) business days to complete.

How do you want to receive them? Email send request to nicole.brito@sanjuan.edu
 Pick Up In Person (Hours: 8 am - 3:30 pm located in the Counseling Office)

Email Address to receive records: _____

Signature: _____ Date: _____