



Student Records Request

RETURN COMPLETED FORM TO:
Baldy View Regional Occupational Program
Attention: Student Records
 1501 S. Bon View Ave
 Ontario, Ca 91761
 Phone: (909) 947-3400 Ext. 1234
 Fax: (909) 947-0921
 requestforstudentrecords@bvrop.org

1. Document Type			
	Document Type	Expiration Term	Cost
☐	Affidavit/Form Completion (Attach Form)	N/A	\$10.50
☐	Verification Letter	N/A	NO FEE
☐	Official Adult Education Transcript	N/A	\$10.50
☐	Unofficial Transcript	N/A	NO FEE
☐	Out of District HS Student Transcript NOTE: HIGH SCHOOL STUDENTS WITHIN OUR PARTNERING DISTRICTS SHOULD CONTACT THEIR HIGH SCHOOL FOR TRANSCRIPTS.	N/A	\$10.50
☐	Course Completion Certificate Reprint	Ten (10) years from date of issuance	\$10.50

2. Student Information	
Student Name (at the time of course completion)	Date of Birth
Current Mailing Address	City, State, Zip Code
Phone Number	Email Address

3. Course Information		
Course Title	Instructor Name	Dates of Attendance

4. Send My Record to a Third Party (if applicable)	
Institution/Agency Name	Address
Attention/Department	City, State, Zip Code

5. Consent to Release	
In accordance with the Family Education Rights and Privacy Act (FERPA) I hereby authorize Baldy View R.O.P. to release my educational records:	
Sign: _____	Date: _____

6. Payment		
	OFFICE USE ONLY	
	DATE	STAFF INITIALS
	RECEIVED:	
	PROCESSED:	
	PAID:	

ALLOW 5-7 BUSINESS DAYS TO PROCESS, REQUESTOR WILL BE NOTIFIED WHEN READY. PAYMENT MUST BE MADE AT TIME OF PICK UP- NO CASH OR CHECKS ACCEPTED, MONEY ORDERS PAYABLE TO BALDY VIEW R.O.P. NO CREDIT CARD PAYMENTS PROCESSED VIA TELEPHONE. EXPIRED DOCUMENTS WILL NOT BE REPRINTED. ADULTS MUST BE CURRENT WITH ALL FINANCIAL OBLIGATIONS IN ORDER TO RECEIVE RECORDS.