

## 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/RECORDS REQUEST FORM FOR PAST STUDENTS

Records prior to 1991, please contact our District Office at 909.307.5300

#### STUDENT INFORMATION: (Please Print)

Name (when attended): \_\_\_\_\_

Current Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

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

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

#### Quantity: \_\_\_\_\_ FORM OF DELIVERY:

I will pick up (current photo ID required)

Please mail to:

1) College/Institute/University/Home: \_\_\_\_\_

Attention: \_\_\_\_\_

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

2) College/Institute/University: \_\_\_\_\_

Attention: \_\_\_\_\_

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

3) College/Institute/University: \_\_\_\_\_

Attention: \_\_\_\_\_

\_\_\_\_\_  
Street Address/PO Box City State Zip Code

\*\*\*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)
- Include appropriate fee (see below) by cash or money order payable to Redlands High School
  - \*\*\*no personal checks or credit/debit cards accepted\*\*\*
  - \$2.00 per transcript/document request for graduating years 2016 to 2007
  - \$5.00 per transcript/document request for graduating years 2006 to 1991
  - Records prior to 1991, please contact our District Office at 909.307.5300
- If you are unable to submit your request in person, you may **mail the completed request and payment** along with a **good photocopy of your current photo ID** to Redlands High School, Attention Records Office, 840 E Citrus Avenue, Redlands, CA 92374

#### RECORDS OFFICE USE ONLY

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