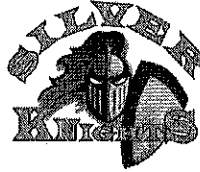


Parent/guardian signature

Date



Riverside Preparatory High School Transcript Request

Please allow 3 to 5 business days for processing from the time the request is received in our office, excluding delivery. No transcript will be released if there are outstanding obligations to the school/district. RPHS MUST have the signature of the student to release transcripts. Only if student is under 18 may a parent sign.
If paying by check, make payable to: Riverside Preparatory High School

Order Transcripts in Person WALK-IN SERVICE

Office Address: Riverside Preparatory High School
19900 National Trails Highway
Oro Grande, CA 92368
760-243-4136 ext. 205
760-245-4721 (fax)

- Submit the completed Official Transcript Release form.
- Include \$5.00 fee for an official high school transcript.
- Current students are allowed 2 free official transcripts per semester. Any additional transcripts will be \$5.00 each.
- Transcripts are mailed via regular United States Postal Service.

Order Transcript by Mail

- Submit the completed Official Transcript Release form.
- Include \$5.00 fee for an official high school transcript.
- Transcripts are mailed via regular United States Postal Service.

Please mail the request and fee to:
Riverside Preparatory High School,
PO Box 455,
Oro Grande, CA 92368
Attn: Transcripts

Same Day Walk-In Service FOR WALK-IN REQUESTS ONLY

- Same day service is offered to walk-in customers only. There is an **additional \$5.00** fee for receiving same day service.
 - Please be advised, this fee is in addition to the cost of the transcript and the average wait time is between 30-40 minutes.
-



Riverside Preparatory High School Transcript Request Form

Please allow 3 to 5 business days for processing from the time the request is received in our office, excluding delivery. No transcript will be released if there are outstanding obligations to the school/district. RPHS MUST have the signature of the student to release transcripts. Only if student is under 18 may a parent sign.

If paying by check, make payable to: Riverside Preparatory High School

Today's Date _____

Mail Immediately? (Circle One) yes/no (same day service charge applies)

Mail after _____

Name: (include all names ever used) _____

Street Address: _____

City, State, Zip: _____

Phone: () _____

Dates of Attendance (or year graduated): _____

Date of Birth: _____

Signature: _____

(Signature of student, if over 18 or parent/guardian)

Mail ___ (# of copies) to address:

Mail ___ (# of copies) to address:

Fax # (if transcript is to be faxed) Attn:

Total Transcripts Requested _____ X \$5.00 (\$10.00 for same day service)= \$_____