



Riverside Preparatory High School *High School Official Transcript Request Form*

Order Transcripts in Person (19900 National Trails Hwy Oro Grande CA)

- Submit the completed Official Transcript Release form to the front office
- Transcripts will be completed within 1 to 3 business days
- Transcripts can be picked up in person or mailed to a specific location
- Transcripts are mailed via regular United States Postal Service

Order Transcripts by Mail

- Mail the completed Official Transcript Release form to: **Riverside Preparatory High School, 19900 National Trails Hwy, Oro Grande CA. 92368 Attn: Registrar**
- Transcripts will be completed within 1 to 3 business days
- Transcripts can be picked up in person or mailed to a specific location
- Transcripts are mailed via regular United States Postal Service

Today's Date: _____

Number of Copies: _____

Mail: YES ___ NO ___

In person pick-up: Yes ___ NO ___

Name of person (name listed on graduation transcript): _____

Year graduated _____

Date of Birth: _____

Signature: _____

If mailed: (please print clearly to ensure proper delivery)

Name of person or institution: _____

Mailing Address: _____

City, State, Zip: _____

Please allow 1 to 3 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 a student is under 18 may a parent sign.

HOME OF THE SILVER KNIGHTS
(760)243-4136 Fax (760)245-4721