

REDMOND HIGH SCHOOL

675 SW Rimrock Way
Redmond, Oregon, 97756
phone: 541-923-4800, fax: 541-923-4826



Transcript Request/ Authorization for Release

Please send completed forms to Redmond High School via mail or fax attention: TRANSCRIPT REQUEST, or drop off in person at RHS.

- Please allow up to 5 business days for processing
- For multiple mailing addresses please fill out additional request forms
- Un-official transcript may be faxed or e-mailed to colleges or universities ONLY.

PLEASE PRINT

Student Name: _____ Date: _____

Date of Birth: _____ Phone Number: _____

Name(s) used while in attendance at Redmond HS: _____

Year of Graduation or Dates of Attendance: _____

REQUEST

1) # of Unofficial Transcripts: _____ # of Official Transcripts: _____

2) Additional documents being requested (please specify): _____

3) Please mail transcripts/documents --OR-- Transcripts/documents will be picked up at Redmond High School

MAIL TO: (transcripts will not be faxed or e-mailed)

Organization: _____

Attn: _____

Address: _____

City: _____

State/ZIP: _____

(for multiple addresses please use additional request forms)

Please specify who is authorized to pick up these documents - list full name(s) please (identification will be required).

Please call me when transcripts/documents are ready for pick up

Please fax 'un-official' transcript to:

Name: _____

Fax #: _____

AUTHORIZATION

A photocopy of this authorization for release shall be as binding as the original.

For office use only:
Completed by: _____
Date: _____

Student Signature: _____ Date: _____

(REQUIRED)