

REDMOND HIGH SCHOOL

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



Transcript Request/ Authorization for Release

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We would prefer you to fill out this form and send it to Redmond High School by mail, fax or to drop off in person at RHS. If you are not able to do any of those requests, you may send your information to ruth.markham@redmondschools.org and allow her to process your request.

For multiple mailing addresses please fill out additional request forms and 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) Unofficial Transcripts _____ and/or Official Transcripts _____

2) Additional documents requested (please specify) _____

3) Please mail transcripts/documents --OR-- Picked up at Redmond High School

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

Name: _____

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)