



Rosemont High School TRANSCRIPT REQUEST FORM

NO FEES CHARGED FOR TRANSCRIPT PROCESSING

FERPA RIGHTS DISCLAIMER

Per Family Educational Rights and Privacy Act or FERPA (20 U.S.C. §1232g; 34 CFR Part 99):

When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student regarding educational records and rights.

ALL REQUESTORS MUST PROVIDE A COPY OF THEIR CURRENT PHOTO ID

How to submit this Request Form:

- Email directly to the REGISTRAR @ Rosemont High School:
Ayesha-Charamuga@scusd.edu
- Mail to Rosemont High School:
9594 Kiefer Blvd. Sacramento, CA 95827
ATTN: Registrar
- Hand Deliver This Form Directly to the Rosemont High School Front Office Desk
Hours – Mon, Tues, Wed & Fri (8am – 4pm) & Thursday (8am – 3pm)

Processing Times:

- 1 Business Day** - EMAILED Official Transcripts
- 2 Business Days** - HARD COPY Official Transcripts
- 2 Business Days** - Unofficial Transcripts from Years 2003 – 2009
- Immediate Processing** - Printouts of Unofficial Transcripts from Years 2010 – Current

Student Name: <small>(Name used in High School)</small>		Today's Date:	
Date of Birth:		Year of Graduation:	
Email Address: <small>(Print Very Clearly)</small>		Phone Number:	

- ✓ **SELECT ONE:** **OFFICIAL TRANSCRIPT** → → **HOW MANY:** _____
- UNOFFICIAL TRANSCRIPT** → → **HOW MANY:** _____

- ✓ **CHOOSE ONE:** **PICK UP** Transcript from Rosemont High School FRONT OFFICE
- US MAIL DELIVERY** – sent by the Rosemont High School REGISTRAR

Provide the following information: [PRINT VERY CLEARLY]

Name of Organization: _____

Organization Address: _____
Street Address City State Zip Code

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Organization Address: _____
Street Address City State Zip Code

- OFFICIAL EMAIL DELIVERY** – sent by the Rosemont High School REGISTRAR

Provide the following information: [PRINT VERY CLEARLY]

Name Organization: _____

Official Email Address: _____
(Due to confidential reasons, transcripts may ONLY be sent to OFFICIAL business / educational email addresses)

FOR OFFICE USE ONLY

DATE RCVD		INITIALS		DATE PROCESSED	
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