



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

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

- ✓ **CHOOSE ONE:** **PICK UP** – The Requestor Will Pick Up the Transcript from the Rosemont High School FRONT OFFICE
- US MAIL DELIVERY** (see instructions below for options on US mailing of Official or Unofficial Transcripts)

OFFICIAL TRANSCRIPTS – Mailed to Official Addresses for Businesses, Colleges, High Schools, Organizations or Trade Schools ONLY:

Provide the following information to have your Official Transcript Mailed to an Official Organization [PRINT VERY CLEARLY]

Official Organization Name: _____

Organization Address: _____
Street Address City State Zip Code

UNOFFICIAL TRANSCRIPTS - Mailed to Personal Home Address:

Provide the following information to have your Unofficial Transcript Mailed to Your Home Address [PRINT VERY CLEARLY]

Home Address (Include Apt #): _____
Street Address City State Zip Code

- EMAIL DELIVERY** (see instructions below for options on Emailing of Official OR Unofficial Transcripts)

OFFICIAL TRANSCRIPTS – Emailed to Official Addresses for Businesses, Colleges, High Schools, Organizations or Trade Schools ONLY:

Provide the following information to have your Official Transcript Emailed to an Official Organization [PRINT VERY CLEARLY]

Official Organization Name: _____

Official Email Address: _____

UNOFFICIAL TRANSCRIPTS - Emailed to Personal, Verified Email Addresses: (MUST INCLUDE COPY OF ID @ ORDER TIME)

Provide the following information to have your Unofficial Transcript Emailed to your Personal Email address [PRINT VERY CLEARLY]

Personal Email Address: _____

SUBMITTED IN	FOR OFFICE USE ONLY		
DATE RCVD	INITIALS	DATE PROCESSED	