

JURUPA UNIFIED SCHOOL DISTRICT

RUBIDOUX HIGH SCHOOL 4250 Opal Street JURUPA VALLEY, CA 92509 (951) 222-7700



If you are unable to order your Transcript in person at our school site, you may request your transcript by mail. You will need to complete the form below and send a notarized copy of your photo ID (see Notarized Release Form attached), along with a money order, payable to Rubidoux High School, for \$3.00 per transcript, to Rubidoux Records Office at the address listed above. If you were born before 1979, you will need to obtain your Transcript from our District Office, by calling (951) 360-4105. **We are unable to provide copies of Diplomas.**

I would like to order _____ copies of my Transcript (\$3.00 per transcript).

I require that _____ copies of transcripts be OFFICIAL (in a sealed envelope).

NAME USED AT TIME OF ATTENDANCE: _____

DATE OF BIRTH: _____

Please mail my transcript to:

My Home Address: _____

_____ To another school, individual or place of business, as indicated on the attached Notarized Release.

Transcript requests will be processed within 48 hours of receipt by our Records Office.

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I, _____ request to have my transcripts
released to :

(Name of Person and/or Facility to release to)

(Address of Person/Address of Facility)

(Signature of Requestor)

Copy of Front and Back of Identification Here

State of _____

County of _____ } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of
_____, 20____, by _____, proved
to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature