

Redondo Beach Unified School District Alternative Education

Redondo Shores High School, Redondo Beach Learning Academy, Independent Study Program

1000 Del Amo St, Redondo Beach, CA 90277
Anthony Bridi, Principal



Tel: 310.798.8690 Fax: 310.798.5287
<http://rshs.rbusd.org>

TRANSCRIPT REQUEST FORM

PLEASE NOTE: We do not keep a copy of your high school diploma on file. The legal document of a high school education and proof of graduation is your official transcript. Your immunization may also be on your transcript. These records are kept indefinitely.

All transcript requests are processed within 5-7 business days.

For an official transcript, a signature is required.

A parent/guardian signature is required if the student is under the age of 18.

If faxing or mailing your request, please be sure to include a copy of valid identification (eg, Drivers License).

The following information is required to process your request:

Please CIRCLE school attended - Redondo Shores - RBLA - Independent Study	
Current Name:	
Former Name (while attending):	
Current Address:	
Phone Number:	Email:
Birthdate:	
Year of Graduation (or last year attended):	
Send transcript to (Name of College/University/Institution):	
Complete address of where Transcripts are to sent:	
Number of transcripts needed:	
Signature to authorize release of records:	

You can come by the office or your written request can be mailed, faxed, or emailed along with a copy of your identification (for verification purposes). Email request are only accepted if it includes your original signature. You can email your request along with your identification as an attachment. For security reasons, we are unable to send transcripts via email.

Please contact me if you should have any additional questions.

Lynette Green, Registrar
Phone: (310) 798-8690 ext. 2202
Fax: (310) 798-5287
Email: lgreen@rbusd.org