



RICHMOND COMMUNITY SCHOOLS

Office of Student Support and Special Programs

300 Hub Etchison Parkway · Richmond, Indiana 47374 · Phone (765) 973-3339 Fax (765) 973-3499

TRANSCRIPT REQUEST

All incomplete requests will result in delay of processing!

CIRCLE ONE: PICK UP or MAIL or FAX or E-Mail

Today's Date: _____

Student's Full Name: _____ Date of Birth: _____

Maiden Name or Last Name at the time of Graduation/Withdrawal/Transfer: _____

Current Address: _____

City, State, Zip: _____

Telephone #: _____ Email: _____

Graduation Year: _____ (If 2013, please take to Richmond High School.)

If you did not graduate, enter the year you would have graduated: _____

Did you withdraw from Elem/Middle School? If yes, please enter the school attended and approximate last date attended _____

Information needed for: Employment _____ College or University _____ Other _____

Information needed: (If nothing is checked, only a transcript will be sent)

Transcript _____ Proof of Graduation _____ IEP _____

Immunizations _____ Proof of Attendance _____ Psychological _____

Birth Certificate _____ Proof of Custody _____ Other _____

Please note that ALL transcripts will be UNOFFICIAL unless specified for Employment or College/University.

If you need transcripts mailed to a College/University or Employer, please complete:

Name of College/Univ: _____

Address (must be provided): _____

City, State, Zip: _____

Attention To: _____

Fax (if applicable): _____

Email Address _____

SIGNATURE _____

**PARENT MUST SIGN IF CHILD IS UNDER 18 YEARS OF AGE*

ALL RECORDS WILL BE AVAILABLE FOR PICK UP 3 WORKING DAYS AFTER REQUEST

GED transcripts are only available at <https://www.diplomasender.com>



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Transcript/Records Requests Information

A period of 3 working days is required to process all requests

Transcripts: Due to privacy laws, the only individual that can request transcripts is the student/former student. In order to disclose records to a third party, a signed release must be produced.

Transcripts include the classes and grades of all grades of all high school courses, graduation or withdrawal date, class rank, and GPA. Information needed to request a transcript includes: current full name and maiden name (if applicable) or name of student at the time of graduation, withdrawal or transfer, current address and phone number, date of birth, graduation year or the year the student would have graduated if the student withdrew. An official transcript will be sent directly to any employers or to a college or university; transcripts sent directly to a student will be unofficial. When requesting, please specify if the SAT or ACT scores are needed in addition to the transcript. High school transcripts may be requested in person, by phone, or fax. Please complete the attached form and complete when requesting by person or fax.

Records: Due to privacy laws, the only individual that can request these records is the student/former student. In order to disclose records to a third party, a signed release must be produced. Records include proof of attendance or enrollment, proof of graduation, SAT or ACT scores, and immunizations. (Immunization records are not always able to be located in older files, but a search will be done.)

Information needed to request records is the same as for transcripts.

Special Education records can be requested from the Special Services Department at 973-3496.

GED transcripts are only available at <https://www.diplomasender.com>

Record requests may be done in person, by phone, fax or email.

For records of all former students and high school transcripts for years up to and including the year 2012, please contact:

Jana Drew
Office of Attendance
Richmond Community Schools- Admin. Building
300 Hub Etchison Pkwy
Richmond, IN 47374
Phone: 765-973-3339
Fax: 765-973-3499
Email: jdrew@rcs.k12.in.us

For high school transcripts and records from 2013, including current high school students, please contact:

Jennifer Lady
Registrar
Richmond Community Schools
Richmond, IN 47374
Phone: 765-973-3424 ext. 3438
Fax: 765-973-3327
Email: jenniferl@rcs.k12.in.us