

**Riverside Unified School District
Records Office
5700 Arlington Avenue
Riverside, Ca 92504
(951) 352-1200**

TO: _____

From: John Wesley North High School
Registrar's Office

Subject: Transcript Request

The high school transcript you requested is no longer at North High School, it has been forwarded to the Riverside Unified School District Records Office. Student's records are kept at North for 1 year after they graduate.

You may request certified copies of your transcript from the Riverside Unified School District's Records Office by sending the following information:

- 1. Your full name-maiden name**
- 2. Birth date**
- 3. Name of High School last attended, year graduated or last year attended or withdrew from school.**
- 4. Complete address where you would like your transcript sent. Include your home phone, cell phone.**

There is a \$5.00 charge for each transcript. (Cash, check or money order made payable to Riverside Unified School District).

To pick up a certified copy of your transcript from the District records office, you must call first, to make arrangements. The Records Office is open 9:00 a.m. to 3:30 p.m.. The office is closed for lunch from 12:00 to 1:00 p.m. Monday through Friday.

Sincerely,

María Franco
Registrar