



FAX TRANSMITTAL

Reading Senior High School
301 North 13th Street
Reading PA 19604
Phone 610-371-5707
Fax 610-685-2028
RHS Transcripts/Records Office

WHEN COMPLETED, FAX THIS DOCUMENT TO:

RHS TRANSCRIPTS 610-685-2028

Due to the large volume of requests, processing time is 5-7 days. Thank you.

TO REQUEST TRANSCRIPTS (PLEASE PRINT CLEARLY):

NAME _____

NAME USED WHILE ATTENDING READING HIGH _____

PLEASE CIRCLE: GRADUATED OR LEFT SCHOOL. WRITE YEAR GRADUATED OR LEFT SCHOOL _____

DATE OF BIRTH _____

A PHONE NUMBER I CAN REACH YOU IF I HAVE ANY QUESTIONS: _____

NAME and ADDRESS OF WORKPLACE OR SCHOOL transcripts should be sent to:
(Please make sure that I have the correct name and address.)

FAX NUMBER IF APPLICABLE, see explanation below _____

OFFICIAL TRANSCRIPTS CAN NOT BE FAXED. Official transcripts are only given to employers or academic institutions. Include a fax number only if you have checked with the workplace or school and told that a fax would be accepted. (Please note, for all schools you must have an application on file, if you have not filed an application, transcripts will be discarded.)

Your Signature: _____ (permission to release transcript)

Print name _____

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately if you have received this e-mail by mistake and delete or destroy this information. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.