



Student Records Request

RETURN COMPLETED FORM TO:
Baldy View Regional Occupational Program
Attention: Student Records
 2890 Inland Empire Blvd., Suite 100
 Ontario, Ca 91764
 Phone: (909) 980-6490 Ext. 1234
 Fax: (909) 980-8931

1. Document Type			
	Document Type	Expiration Term	Cost
<input type="checkbox"/>	Course Completion Certificate Reprint	Two (2) years from date of issuance	\$10
<input type="checkbox"/>	C.P.R. Card Reprint	Two (2) years from date of issuance	\$10
<input type="checkbox"/>	Unofficial (Not Sealed) Adult Transcript**	Five (5) years from date of issuance	NONE
<input type="checkbox"/>	Official (Sealed) Adult Transcript**	Five (5) years from date of issuance	\$10
<input type="checkbox"/>	Coronal Polishing Certificate Reprint	Five (5) years from date of issuance	\$10
<input type="checkbox"/>	Radiology Certificate Reprint	Five (5) years from date of issuance	\$10
<input type="checkbox"/>	Infection Control Certificate Reprint	Five (5) years from date of issuance	\$10
<input type="checkbox"/>	Pit and Fissure Certificate Reprint	Five (5) years from date of issuance	\$10
<input type="checkbox"/>	Dental Sealants Certificate Reprint	Five (5) years from date of issuance	\$10
2. Student Information			
Student Name (at the time of course completion)		Date of Birth	
Current Mailing Address		City, State, Zip Code	
Phone Number		Email Address	
3. Course Information			
Course Title		Instructor Name	Dates of Attendance
4. Send My Record to a Third Party (if applicable)			
Institution/Agency Name		Address	
Attention/Department		City, State, Zip Code	
5. Consent to Release			
<p>In accordance with the Family Education Rights and Privacy Act (FERPA) I hereby authorize Baldy View R.O.P. to release my educational records:</p> <p>Sign: _____ Date: _____</p>			
6. Delivery & Payment			
<input type="checkbox"/> I plan to pick up my record and pay at that time <input type="checkbox"/> Mail my record (I will send a money order once I am contacted)		OFFICE USE ONLY	
		DATE	STAFF INITIALS
		RECEIVED:	
		PROCESSED:	
		PAID:	

ALLOW 5-7 BUSINESS DAYS TO PROCESS, **HIGH SCHOOL STUDENTS NEEDING TRANSCRIPTS WILL NEED TO CONTACT THEIR HIGH SCHOOL. REQUESTOR WILL BE NOTIFIED WHEN READY. PAYMENT MUST BE MADE AT TIME OF PICK UP- NO CASH OR CHECKS ACCEPTED, MONEY ORDERS PAYABLE TO BALDY VIEW R.O.P. NO CREDIT CARD PAYMENTS PROCESSED VIA TELEPHONE. EXPIRED DOCUMENTS WILL NOT BE REPRINTED.