

TRANSCRIPT REQUEST FORM

Student's Name: _____ Student ID # _____

Date: _____ Class of _____ Date of Birth: _____

PLEASE READ CAREFULLY:

The official high school transcript can contain the following information: **Personal Information** (Grade level, gender, birthdate, enrollment date, parent/guardian name, phone number, address and/or immunizations), **Course Information** (courses completed and in progress, grades earned, cumulative GPA, date of course completion, credits earned, notations of course level such as Honors, AP College Prep), and **Test Information** (California High School Exit Examinations).

Transcripts contain confidential information that can only be released with the permission of an adult, 18 years of age and or older. Students younger than 18 require the permission of a parent/guardian.

Parent signature is required if a FERPA is not on file with students' counselor.

Signature

Date

Relationship to Student

PARENT CANNOT REQUEST TRANSCRIPT IF STUDENT HAS GRADUATED AND/OR OVER 18 YEARS OF AGE.

INDICATE BELOW EXACTLY WHAT YOU NEED:

OFFICIAL TRANSCRIPT

_____ Official Transcript(s) will be in a sealed Stamped Envelope – provided by student.

TO BE PICKED UP BY STUDENT

SPECIAL INSTRUCTIONS (Name of colleges(s) transcript to be sent:

