POWAY UNIFIED SCHOOL DISTRICT
RANCHO BERNARDO HIGH SCHOOL
Parent/Guardian Authorization for Release of Student Records

Student Name:_____
Last First Middle Class of

As students prepare to transition from high school, it is necessary for them to send their official high school transcript to selected schools, colleges, universities and/or institutions as part of the entrance requirements. However, student transcripts are confidential and may be released only with the consent of the student, 18 years of age or older, or their parents/guardian.

Since students and parents sometimes make multiple requests as they consider options, the process can be delayed while parental signatures are obtained. For your convenience, the Registrar will keep this signed authorization on file. Subsequent requests for transcripts can be handled without the need for the school to acquire parental authorization for each request.

The official high school transcript contains the following information:

Personal Information: social security number, grade level, gender, birth date, enrollment date.

Course Information: courses completed, grades earned, cumulative GPA, date of course completion, credits earned, notations if courses were Honors/AP/College prep.

Test Information: SATI/II, ACT, proficiency tests, and results of the California High School Exit examination.

Transcripts contain confidential information that can only be released with the permission of an adult, 18 years of age or older. Students younger than 18 require the permission of a parent/guardian. Your signature below will be kept on file and authorizes the school to release the student's transcript to any schools, colleges or universities the student or parent requests.

Parent/Guardian name:_____
(please print)

Relationship to Student:_____

Parent/guardian signature authorizes the Registrar to forward the transcript of the student whose name appears above to schools or institutions designated by the student.

_____ _____
Signature of Parent/Guardian or Student if 18 or older — Date