



To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax #: \_\_\_\_\_ Phone # \_\_\_\_\_

Request for Student Records

Student(s):

\_\_\_\_\_  
Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_  
Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

The student(s) listed above is/are enrolled at Rancho Bernardo High School. Please forward **ALL SCHOOL RECORDS** including cumulative folder, health insert and official transcript of the work done at your school.

Please include:

- |                                  |   |
|----------------------------------|---|
| 1. <b>Official Transcript</b>    | 6. Special Ed Records                         |
| 2. Immunizations                 | 7. Attendance                                 |
| 3. Health Record                 | 8. Conference Reports                         |
| 4. Dates of Entrance and Leaving | 9. Verification of Passing Basic Competencies |
| 5. Leaving Grades                | 10. Discipline                                |

California Education Code 49068 does not require the school forwarding pupil(s) records to obtain parent permission for release of records. I acknowledge notification that my child's school records are being requested from the above named school, and that I have a right to review, receive a copy, and/or challenge the content of the records.

**Please send to:**

Rancho Bernardo High School  
13010 Paseo Lucido  
San Diego, CA 92128-4499  
Attn: Registrar

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<p><b>Rancho Bernardo High School</b>  <b>13010 Paseo Lucido</b>  <b>San Diego, CA 92128</b>  <b>Records Office Phone: 858-485-4804    Fax: 858-674-6256</b></p>
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