

POWAY UNIFIED SCHOOL DISTRICT
Del Norte High School-Records Office: 16601 Nighthawk Lane, San Diego, CA 92127
Request for Official Transcripts

DATE: _____ GRADUATION YEAR: _____ STUDENT ID: _____

STUDENT NAME: _____
Last First Middle

BIRTHDATE: _____ PHONE NUMBER: _____

<p><u>INSTRUCTIONS</u></p> <p>1. Completely fill out this form.</p> <p>2. Submit completed form to Registrar's Office.</p>	<p><u>Official high school transcripts contain the following:</u></p> <p>Personal information: grade level, gender, birth date, address, enrollment date.</p> <p>Course information: courses completed, grades earned, cumulative GPA, date of course completion, credits earned, notations if courses were Honors/AP/College Prep.</p> <p>Test information: CAHSEE results.</p>
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Special action or handling requested (examples: hold for final grade, hold for final graduation date posted, give to counselor for recommendation, etc.)

PRINT CLEARLY. The transcript will be sent to the exact name and address that you provide.

<p><u>FULL</u> name and <u>FULL</u> address of college, institution, scholarship, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SENIORS: Application submitted (check one):</p> <p><input type="checkbox"/> Electronically via Common App</p> <p><input type="checkbox"/> Electronically NOT by Common App</p> <p><input type="checkbox"/> Paper application via US mail</p> <p>*Transcript deadline: _____</p>	<p><u>FULL</u> name and <u>FULL</u> address of college, institution, scholarship, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SENIORS: Application submitted (check one):</p> <p><input type="checkbox"/> Electronically via Common App</p> <p><input type="checkbox"/> Electronically NOT by Common App</p> <p><input type="checkbox"/> Paper application via US mail</p> <p>*Transcript deadline: _____</p>	<p><u>FULL</u> name and <u>FULL</u> address of college, institution, scholarship, etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SENIORS: Application submitted (check one):</p> <p><input type="checkbox"/> Electronically via Common App</p> <p><input type="checkbox"/> Electronically NOT by Common App</p> <p><input type="checkbox"/> Paper application via US mail</p> <p>*Transcript deadline: _____</p>
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***PROVIDE THE INSTITUTION'S POSTED DEADLINE.**

From the date this request is submitted, allow a minimum of 5 business days for processing.

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. Transcripts for graduates may only be authorized by the graduate. Signature below will be kept on file and authorizes the school to release the student's transcript to any schools, colleges or universities, etc. that the student or guardian requests.

<p>Current students: Signature of guardian OR Graduates: can only be authorized by the graduate.</p>	<p>Date</p>	<p>Relationship to student</p>
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FOR OFFICE USE ONLY	CA:	N:	
Total transcripts: _____	Mail: _____	P/U: _____	Records sent: _____