



# Poway Unified School District

## REQUEST TO TRANSFER PUPIL RECORDS – HIGH SCHOOL

To: \_\_\_\_\_  
Last School Attended

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**The student listed below has enrolled in our school:**

Student Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_

I acknowledge notification that my child’s school records are being released from the named school and have a right to review, receive a copy of the records, and a right to challenge the contest of the records (Ed. Code: 49068 C.A.C. Title V, Section 438) NOTE: Parental permission no longer required when records are requested by authorized school personnel. (Family Education Rights and Privacy Act. Final Rule on Education Records. Federal Register June 17, 1976, Vol 41 No 118

\_\_\_\_\_  
 Parent/Guardian/Adult Signature Date

***To be completed by school personnel***

**We request the following records:**

- |                       |                                    |                   |
|-----------------------|------------------------------------|-------------------|
| * OFFICIAL TRANSCRIPT | * Health Records                   | * Special Ed Data |
| * Attendance Records  | * Proficiency Test Results         | * Test Data       |
| * Discipline Records  | * Scholastic & Pupil Progress Data | * Withdrawal Slip |

Enter number of units or credits awarded per class \_\_\_\_\_ per: \_\_Year\_\_ Semester\_\_ Trimester\_\_ Quarter

Enter number of units or credits required for graduation \_\_\_\_\_

Please send records to (Check box next to appropriate school) **ATTN: RECORDS OFFICE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Abraxas High School<br>12450 Glen Oak Rd.<br>Poway, CA 92064<br>Phone: 858-748-5900<br>Fax: 858-679-1739         | <input type="checkbox"/> Mt. Carmel High School<br>9550 Carmel Mtn. Rd.<br>San Diego, CA 92129<br>Phone: 858-484-1180<br>Fax: 858-538-4544 | <input type="checkbox"/> Rancho Bernardo High School<br>13010 Paseo Lucido<br>San Diego, CA 92128<br>Phone: 858-485-4800<br>Fax: 858-674-6256 |
| <input type="checkbox"/> Del Norte High School<br>16601 Nighthawk Lane<br>San Diego, CA 92127<br>Phone: 858-487-0877<br>Fax: 858-487-2443 | <input type="checkbox"/> Poway High School<br>15500 Espola Rd.<br>Poway, CA 92064<br>Phone: 858-748-0245<br>Fax: 858-748-1132              | <input type="checkbox"/> Westview High School<br>13500 Camino Del Sur<br>San Diego, CA 92129<br>Phone: 858-780-2000<br>Fax: 858-484-3224      |

Title 5, California Administrative Code, Section 438 states: “Pupil Records shall not be withheld from the requesting district because of any charges or fees owed by the pupil or his parents. This provision applies to pupils in grades K-12 in both public and private schools.”