

**POWAY UNIFIED SCHOOL DISTRICT**

**Poway High School  
Request for Transcripts**

DATE: \_\_\_\_\_ CLASS OF: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_  
Last First Middle

IF DIFFERENT, NAME  
USED IN SCHOOL \_\_\_\_\_  
Last First Middle

BIRTHDATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**Special Action or Handling Requested** (examples: change of grade, hold for final grade, hold for final graduation posted, hold for counselor recommendation, etc)

\_\_\_\_\_  
\_\_\_\_\_

**Send Transcript To:**

\_\_\_\_\_  
College/University/Address

\_\_\_\_\_  
College/University/Address

\_\_\_\_\_  
College/University/Address

To be picked-up in \_\_\_\_\_ Government Issued ID  
person \_\_\_\_\_ (COPY PROVIDED)

Date desired \_\_\_\_\_ Number of Copies \_\_\_\_\_

The official high school transcript contains the following:

**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:** SAT I/II and ACT scores. Beginning with the graduating class of 2004, Results of the California High School Exit Examination will replace the proficiency tests.

**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. 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/ parent requests. Please allow a minimum of 5-10 working days for processing.**

\_\_\_\_\_  
Signature of Parent/Guardian  
or Student (if 18 or older)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Student