

POWAY UNIFIED SCHOOL DISTRICT
Westview High School
Request for Transcripts

DATE: _____

CLASS OF: _____

STUDENT NAME: _____
Last First Middle

BIRTHDATE: _____ PHONE NUMBER: _____

Special Action or Handling Requested: (examples: change of grade, hold for final grades, hold for counselor recommendation, awarding of diploma, etc.)

Send Transcript To: _____
Name of College/University

(additional recipients can be listed on the back of sheet) Attention: _____

Address _____

<p>TRANSCRIPT FOR PRIVATE UNIVERSITY/COLLEGE SECONDARY SCHOOL REPORT</p> <p><input type="checkbox"/> I Submitted The Common App Online Electronically</p> <p><input type="checkbox"/> I Submitted Electronically But Not Using Common App</p> <p><input type="checkbox"/> I Submitted Via Paper Application</p> <p>You must allow a minimum of 4 school days for the Registrar to process your transcript order</p>
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The official high school transcript contains the following:

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

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

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. The signature below will be kept on file and authorizes the school to release the student's transcript to any school, colleges, or universities the student or parent requests.

Signature of Parent/Guardian Date Relationship to Student
or Student (if 18 or older and a graduate)

NUMBER OF COPIES REQUESTED _____