

**Poway Unified School District
Del Norte High School
Parent/Guardian Authorization for Release of Student Records**

Student Name: _____
Last, First Middle

Class of: _____

Student ID: _____

As students prepare to transition from high school, it is necessary for them to send their official high school transcript to selected schools, colleges, universities and/or institutions as part of the entrance requirements. However, student transcripts are confidential and may be released only with the consent of the student, 18 years of age or older, or their parent/guardian.

Since students and parents sometimes make multiple requests as they consider options, the process can be delayed while parental signatures are obtained. For your convenience, the Registrar will keep this signed authorization on file. Subsequent requests for transcripts can be handled without the need for the school to acquire parental authorization for each request.

The official high school transcript contains the following information:

Personal Information: 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, ACT, Computer Literacy, and CAHSEE results.

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 or parent requests.

PRINT Parent/Guardian Name: _____

Relationship to student: _____

Parent/Guardian signature authorizes the Registrar to forward the transcript of the student whose name appears above to schools or institutions later designated by the student or parent/guardian.

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

Date

This form will be kept on file in the records office.

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, [15250 Avenue of Science, San Diego, CA 92128-3406](mailto:15250.Avenue.of.Science.San.Diego.CA.92128-3406), 858-521-2800, extension 2761.