

REQUEST FORM FOR TRANSCRIPTS/OTHER DOCUMENTS (FOR PRIVATE SCHOOLS & OUT OF DISTRICT SCHOOLS ONLY)

(example: Christian Brothers, Jesuit, St. Francis, Cristo Rey, Mira Loma, Rio Americano)

TODAY'S DATE: _____

Return to Mrs. Fong in the Office

STUDENT'S NAME: _____
(Print student's full "legal" name)

PRIVATE HIGH SCHOOL/OUT OF DISTRICT SCHOOLS	PRIVATE HIGH SCHOOL/OUT OF DISTRICT SCHOOLS
Name of School _____	Name of School _____
7/8 Official Transcript	7/8 Official Transcript
Test Scores	Test Scores
Attendance Report	Attendance Report
Behavior Report	Behavior Report

HIGH SCHOOL TRANSCRIPTS - If you are applying to a "Private High School" or "Out of District High School," please fill out this form and give it to Mrs. Fong in the main office.

If the Private High School/Out of District School is asking for a Principal/Counselor to complete your recommendation form, a stamped envelope addressed to the high school must accompany each recommendation form. Mrs. Tahara-Martin (Principal) and the Counselors have developed a short questionnaire (located on the counter), and the information provided will assist them in completing your recommendation form.

Principal questionnaire, recommendation form and a stamped addressed envelope should be given to Mrs. Fong for processing.

Counselor questionnaire, recommendation form and a stamped addressed envelope should be placed in your Counselor's mailbox located in the main office.

For high school application questions, please contact your Counselor below according by student last names:

Rob Lessler, (A-H) 395-5370 Ext. 408026 or email at Rob-Lessler@scusd.edu

Andrea Yorizane, (I-P) 395-5370 Ext. 408029 or email at Andrea-Yorizane@scusd.edu

Kimberly Shaffer, (Q-Z) 395-5370 Ext. 408025 or email at Kimberly-Shaffer@scusd.edu
(and Spanish speaking)