

**REQUEST FORM FOR TRANSCRIPTS/OTHER DOCUMENTS**

**TODAY'S DATE:** \_\_\_\_\_

**Return to Mrs. Fong in the Office**

**STUDENT'S NAME:** \_\_\_\_\_  
 (Print student's full name)

Please "circle" the high schools that you are applying to:

<b>C. K. McClatchy HISP</b>	<b>J. F. Kennedy PACE</b>	<b>West Campus</b>
7/8 Official Transcript Test Scores Current Language Arts Rec. Any other current teacher Rec.	7/8 Official Transcript Test Scores 8 <sup>th</sup> Attendance Report Language Arts Rec. Community Member Rec.	7/8 Official Transcript (semester grades) Test Scores Attendance Report Discipline Report Math/Language Arts Rec. Administrator/Counselor Rec.
<b>Rosemont</b>	<b>Other High School</b>	
7/8 Official Transcript Test Scores Attendance Report Behavior Report	Name of School _____ 7/8 Official Transcript Test Scores Attendance Report Discipline Report	
If there is a school not listed, please call Mrs. Fong in the main office at 264-4150 Ext. 1002 She will help you with additional requirements for other school sites.		

"Official" transcripts/documents will be processed within 1-2 days and given to the student. If you prefer to have this mailed directly to the high school, please provide Mrs. Fong with a stamped business size envelope addressed to each high school.  
**NOTE:** ZANGLE CONNECTION transcripts are not considered "Official" transcripts. Order them through Mrs. Fong.

**8TH GRADE HIGH SCHOOL TRANSCRIPTS** - Transcript request forms are located on the counter in the main office. Please fill it out and give it to Mrs. Fong. When asking a teacher to complete your recommendation form, a stamped envelope addressed to the high school must accompany each form. Principal recommendations are required for West Campus, St. Francis, Christian Brothers, Jesuit and Cristo Rey. Mr. Rodriguez has developed a short questionnaire, and the information provided will assist him in completing your recommendation form. Return the completed questionnaire, Principal recommendation and a stamped addressed envelope to Mrs. Fong for processing.

**STUDENTS WHO ARE APPLYING TO WEST CAMPUS** – If you are applying to West Campus, you will not receive your transcript until around Feb. 6<sup>th</sup>. West Campus requires semester grades, not quarter grades. The end of the 1<sup>st</sup> semester is January 27<sup>th</sup>. Please go ahead and order your transcript now for West Campus, and Mrs. Fong will put you on her list. After the first week in February, you will receive your semester transcript, test scores, attendance and behavior reports.

**STUDENTS WHO ARE APPLYING TO CHRISTIAN BROTHERS** – If you are applying to Christian Brothers, the deadline for completed Principal and teacher evaluation forms, reports cards from 6<sup>th</sup>, 7<sup>th</sup> and the first "semester" of 8<sup>th</sup> grade, as well as standardized test scores must be received in their office no later than Monday, January 23, 2012. Since "our" semester ends January 27<sup>th</sup>, they will accept the Quarter 1 transcript. On the Language Arts and Math recommendation forms, there is also a spot for the student's current grade from those teachers. On February 6<sup>th</sup>, Mrs. Fong will scan the semester grades to Christian Brothers for those who previously requested a transcript.

**STUDENTS WHO ARE APPLYING TO JESUIT** - If you are applying to Jesuit, they require "semester" grades. They will accept Quarter 1 transcripts with their application and then on February 6<sup>th</sup>, Mrs. Fong will scan the semester grades to Jesuit for those who previously requested a transcript.

For high school application questions, please call Rob Lessler, Counselor, at 264-4150 ext. 1022 or email at [Rob-Lessler@sac-city.k12.ca.us](mailto:Rob-Lessler@sac-city.k12.ca.us)