

**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 Math/Language Arts Rec. Community Member Rec.	7/8 Official Transcript 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 and it is not listed, please call Mrs. Fong in the main office at 264-3382. She will help you with additional requirements for other school sites.		

Official Transcripts/documents will be processed within 1-2 days and given back 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: Teacher/Principal/Counselor recommendations will be sent directly to the high schools. Please provide a stamped envelope addressed to the high school for each recommendation.

For Official Transcripts/documents questions, please call Nadine Fong at 264-3382 and leave a message indicating which schools your student is applying to.

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

**HIGH SCHOOL WEBSITES:**

C.K. McClatchy HISP: [www.ckmhisp.org](http://www.ckmhisp.org)

J.F. Kennedy PACE: [jfkpace.org](http://jfkpace.org)

Health Professions High: [www.healthyjaguars.org](http://www.healthyjaguars.org)

Sacramento New Technology High School: [schools.scusd.edu/SacNewTech](http://schools.scusd.edu/SacNewTech)

West Campus: [www.westcampushigh.org](http://www.westcampushigh.org)

Rosemont: [www.schools.scusd.edu/rhs](http://www.schools.scusd.edu/rhs)

School of Engineering & Sciences: [www.schoolofengineeringandsciences.org](http://www.schoolofengineeringandsciences.org)