



TRANSCRIPT REQUEST

Name of Student: _____

Middle School High School Alumni Former Student

Official Transcript
- cost \$2.00 each-

Un-Official Transcript
- free-

Date Needed by: _____

Pick up

-or-

Address to be mailed:

Registrar Office Hours
8:10am – 4:30pm
Phone: (510) 873-8800
Fax: (510) 873-8816

Signature: _____

Phone # _____

Date: _____

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.