



ACADEMY BY THE SEA (ABTS) TRANSCRIPT REQUEST FORM

INSTRUCTIONS: Print form and complete steps 1-5. Submit by mail or fax.

Mail: School Registrar, P.O. Box 3000, Carlsbad, CA 92018 **Fax:** (760) 434-1890.

STEP 1 - STUDENT INFORMATION: (please print)

Full Name (First Middle Last)		Email Address
Street Address		
City	State	Zip
Phone Number	Date of Birth (00/00/0000)	Year of Summer Attended

STEP 2 - PARENT / GUARDIAN INFORMATION: (*If student is younger than 18 years of age.*)

Full Name (First Middle Last)	
Phone Number	Email Address

STEP 3 - SEND TRANSCRIPTS TO: (For additional addresses attach a separate sheet.)

Name of Person or Department		
Name of School or Institution		
Street Address		
City	State	Zip

STEP 4 - NUMBER OF COPIES / DATE DESIRED / SPECIAL INSTRUCTIONS:

Number of Copies Needed	Date Desired
Special Instructions (i.e. change of grade, hold for final grade)	

STEP 5 – AUTHORIZATION TO RELEASE RECORDS:

Transcripts contain confidential information, (i.e. name, date of birth, gender, enrollment date, course/s completed, grades, credits earned, and completion date/s) that can only be released with the permission of an adult 18 years of age or older. Students younger than 18 years of age require the permission of a parent or legal guardian.

The signature below authorizes the school to release the student's transcript to any school the student or parent requests.

Print Name of Parent/Guardian or Student (*if 18 or older*)

Relationship to Student (*if student younger than 18*)

Signature

Date

All requests must be signed in order to be processed. Requests typically take 3-5 business days.