



ANN SOBRATO HIGH SCHOOL

401 Burnett Avenue • Morgan Hill, CA 95037
(408) 201-6200 • FAX (408) 201-6242 or 201-6241

CUMULATIVE RECORD REQUEST

STUDENT: _____

DOB: _____ GRADE: _____

Last School Attended: _____

FAX #: _____ Date _____

The above student is now enrolled at Ann Sobrato High School. Please mail the following information:

- 1) Cumulative Record Folder or similar record folder or a copy thereof.
- 2) **Official High School Transcript** and Key explaining grading system
- 3) Complete health records
- 4) IEP if applicable. Please do not send special education file only IEP.

Please fax the following information to enroll the student:

- 1) Unofficial high school transcript
- 2) Birth Certificate
- 3) CELDT Test score / Re-designated date, if applicable
- 4) California High School Exit Examination (dates/scores)
- 5) Discipline and attendance records
- 6) Withdrawal form with grades

Please forward all records to: Ann Sobrato High School
401 Burnett Avenue
Morgan Hill, CA 95037
Attn: Heilda Bellucci - Registrar
Phone: (408) 201-6228

County Mail Code #84

California State Ed. Code 48904(b)

When a Student owes a financial obligation to any school district or private school, Section 48904(b) allows a school to withhold grades, diploma, and transcript from pupil but not from a requesting school district or private school. In view of the mandate in Section 49068 to transfer records upon request, a school district or private school cannot refuse to transfer the requested records because the pupil has caused damage to the school or owes money for materials or fines for unreturned books, etc. (64 Opinions, California Attorney General 867, Regulation Section 438, Title 5, California Administrative Code).