

Bay Area Independent High Schools (BAIHS)

Bay Area Common High School Transcript Release and Confidentiality Form

Admission Season 2020-2021

Applicant name:

Preferred name:

Grade applying for:

-
- | | | |
|--|---|--|
| <input type="checkbox"/> Alto International School* | <input type="checkbox"/> Head-Royce School* | <input type="checkbox"/> Sacred Heart Prep, Atherton* |
| <input type="checkbox"/> The Athenian School* | <input type="checkbox"/> International High School* | <input type="checkbox"/> San Domenico High School* |
| <input type="checkbox"/> The Bay School of San Francisco* | <input type="checkbox"/> Jewish Community High School of the Bay* | <input type="checkbox"/> San Francisco University High School* |
| <input type="checkbox"/> Bayhill High School | <input type="checkbox"/> Kehillah Jewish High School* | <input type="checkbox"/> San Francisco Waldorf High School |
| <input type="checkbox"/> Bentley School* | <input type="checkbox"/> Lick-Wilmerding High School* | <input type="checkbox"/> Santa Catalina School |
| <input type="checkbox"/> The Branson School* | <input type="checkbox"/> Marin Academy* | <input type="checkbox"/> Stuart Hall High School |
| <input type="checkbox"/> Castilleja School* | <input type="checkbox"/> Maybeck High School* | <input type="checkbox"/> Urban School of San Francisco* |
| <input type="checkbox"/> The College Preparatory School* | <input type="checkbox"/> The Marin School* | <input type="checkbox"/> Waldorf School of the Peninsula* |
| <input type="checkbox"/> Convent of the Sacred Heart High School | <input type="checkbox"/> Menlo School* | <input type="checkbox"/> Woodside Priory School* |
| <input type="checkbox"/> Crystal Springs Uplands School* | <input type="checkbox"/> Mid-Peninsula High School* | <input type="checkbox"/> York School |
| <input type="checkbox"/> Drew School* | <input type="checkbox"/> The Nueva School* | |
| <input type="checkbox"/> The Harker School* | <input type="checkbox"/> Orinda Academy | |

***Indicates schools that use Ravenna and accept transcripts and recommendations through Ravenna Solutions. See submission instructions below. All other schools do not receive records submitted through Ravenna.**

To the Applicant's Parent/Guardian:

Please email a completed and saved copy of this form to your child's current school's office. Official transcripts must come directly from your school. Attention: If you wish, this form can be printed, signed, and given to your child's school with a stamped envelope for each of the schools listed above to which you are applying.

Applicant Name:

Current Grade:

To (Name of Current School):

To the Parent/Guardian: Please read, print your name, and then check the box.

For the student named above, I authorize the release of school records, including an official transcript of all grades for the past two years as well as the results of academic testing by checking the box by my name. I acknowledge that I waive my right to read the confidential teacher recommendations and the school report. I understand that by signing this release form, documents for the student will be made available to all schools the student has applied to through Ravenna. By submitting this form electronically and checking the box below and printing my name this serves as my signature and becomes a binding contract.

Parent or Guardian Signature _____ Date _____

To Applicant's Current School: Please send this student's official transcript for the past two years (2019-2020; 2020-2021). This should include all grades earned for the courses to date, attendance, the scores for aptitude and achievement tests, and first semester grades for the current year as soon as they become available. **Please note**

that a copy of this form should be included with transcripts.

Please send all grades (2019-2020 and first trimester or semester of 2020-2021) at the same time. If your school term ends after the Jan. 7, 2021 application deadline, please send the transcripts as soon as possible after the first semester/second quarter ends. Applications will not be affected if your school is on the semester/quarter system, and you can only send grades after the application deadline.

Sending transcripts

Schools that are not using Ravenna will need to have transcripts mailed to the school(s) directly.

Schools marked with an asterisk in the list above accept transcripts and recommendations through Ravenna.

Transcripts must be submitted using one of the two methods below.

- **METHOD 1:** Transcripts are submitted as electronic files and uploaded through Ravenna Solutions. If your school does not already have an Ravenna account, a complimentary school account for file upload can be created by contacting ravenna-customer@communitybrands.com.
- **METHOD 2:** Transcripts are mailed in hard copy to Ravenna Solutions. Hard copy mailings must include a copy of this form and should be directed to the address below. If you chose to submit paper documents please do not use staples.

Ravenna Solutions
Application Processing Services
P.O. Box 7329
Bellevue, WA 98008

If you mail documents via METHOD 2, please include the following information for at least one applicant per mailing:

School Address:
School Registrar:
Contact info (phone or email) for registrar:

Thank you for your assistance. Should you have any questions, please contact the school to which this candidate is applying.