



# Secondary Schools of the Oakland Diocese

## Transcript & Academic Information & Authorization Release 2023-2024

**DUE DATE: Friday, February 2, 2024**

**SEND DIRECTLY TO SCHOOLS CHECKED BELOW**

### INSTRUCTIONS TO THE PARENT/GUARDIAN

If your child is applying to an Oakland Diocesan high school(s), copies of your child's academic record (grades) and standardized test scores for the past two years need to be sent to the high schools for evaluation purposes.

Please follow the steps below:

1. PRINT your child's name and school information.
2. SIGN and date the Academic Request and Release Authorization.
3. DESIGNATE below, by checking the boxes, the high schools in which your child has already submitted an application.
4. SUBMIT this form to your child's current school.

### ACADEMIC REQUEST & RELEASE AUTHORIZATION

As parent or guardian of the above-named student, I hereby request and authorize you to release my child's academic records, standardized test scores, recommendations, and any disciplinary incidents and/or action to the high schools checked below for the purpose of evaluating my child's application for admission. This information may be released from this date forward until June 30th, 2023. I understand and agree that this recommendation is confidential and may not be transmitted, viewed, or otherwise read by the applicant or the applicant's parent/guardian. The recommendations will be used only in the admissions process and will not become part of the student's permanent record. If this student is admitted to one of the high schools indicated, a request for a final transcript may be requested at the end of the current school year. I understand and agree that the high schools I indicated below may share my child's HSPT score with administrators at the Diocesan and grade school levels only.

**PARENT/GUARDIAN PRINTED NAME:** \_\_\_\_\_

**SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_

**SIGNATURE DATE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_

### INSTRUCTIONS TO THE SCHOOL REGISTRAR OR SCHOOL OFFICE:

1. The student named above has applied for admission to the below-indicated high school(s).
2. **Please send copies of the above-named student's report card(s) for seventh and eighth grade. If students receive narrative academic reports rather than letter grades, please submit only eighth grade narrative reports.**
3. **Please send a copy of the student's seventh and eighth grade standardized test scores if available.**
4. Recommendation letters are also requested of the Principal/Counselor, Math, and English teachers. These administrators and teachers are asked to complete only one recommendation per student. Please see the individual high school contact information below to send to the appropriate location(s).

Thank you for your time and assistance.

The applicant's parents have authorized the release of this information above and waived their right to access it.

### PLEASE SEND THE REQUESTED INFORMATION TO THE FOLLOWING SCHOOL(S):

*Parent/Guardian, please check box for school(s) your child has already submitted an application*

- Bishop O'Dowd High School • admissions@bishopodowd.org • 9500 Stearns Ave • Oakland, CA 94577 • 510-553-8631
- Carondelet High School • admissions@carondeleths.org • 1133 Winton Drive • Concord, CA 94518 • 925-686-5353
- Cristo Rey De La Salle East Bay High School • admissions@crstoreydelasalle.org • 1530 34th Ave • Oakland, CA 94601 • 510-532-8947
- De La Salle High School • admissions@dlshs.org • 1130 Winton Drive • Concord, CA 94518 • 925-288-8142
- Holy Names High School • admissions@hnhsoakland.org • 4660 Harbord Drive • Oakland, CA 94618 • 510-450-1110
- Moreau Catholic High School • admissions@moreaucatholic.org • 27170 Mission Blvd • Hayward, CA 94544 • 510-881-4320
- Saint Joseph Notre Dame High School • egraybeal@sjnd.org • 1011 Chestnut Street • Alameda, CA 94501 • 510-995-9458
- Saint Mary's College High School • admissions@stmchs.org • 1294 Albina Ave • Berkeley, CA 94706 • 510-559-6240
- Salesian College Preparatory • ckarabinis@salesian.com • 2851 Salesian Ave • Richmond, CA 94804 • 510-234-4433
- OTHER:** \_\_\_\_\_