



Half Moon Bay High School

Lewis Foster Drive, Half Moon Bay, CA 94019 • 650 712-7200

Cabrillo Unified School District • www.cabrillo.k12.ca.us/hmbhs

Student Name: _____ HMBHS ID: _____

Date of Request: _____

HMBHS Transcript Policy: 3rd party agencies - College Board (AP/SAT) and ACT Scores

All scores received by HMBHS from 3rd party agencies such as the College Board and ACT will be posted to a student's transcript. If the student would prefer for none of the scores to be posted, the student and guardian will submit in writing this request to the registrar; forms are available in the counseling office. There is not a "score choice" option for posting select outside agency test scores on the transcript, all will be posted unless a written request is made to remove all scores; selection of highest scores not permitted.

In accordance to the above policy, I request that all College Board &/or ACT scores be removed from the above named HMBHS transcript. Once removed, I understand that scores may not be re-instated and all scores will be cleared.

Guardian Name _____ Signature _____

Student Signature _____

Please submit this form to the registrar for processing of request.