

Instructions for Obtaining Student Records for STP Application

Instructions for PBCSD students (Non-Charter)

Records can be accessed from the Parent/Guardian or Student SIS Gateway Account

1- Attendance Records: 3 years- Current and Past 2 years

To access attendance (included on the report card)

Under *Reports*, select the latest report card from this school year

Save the file to your device

On the top right, change the year to 2024-2025

Select the last report card from 2024-2025

Save the file to your device

On the top right, change the year to 2023-2024

Select the last report card from 2023-2024

Save the file to your device

2- Discipline Records: 3 years- Current and Past 2 years**

Click Referrals(bottom portion of left side menu)

Click the print icon

Download and save the PDF file

On the top right, change the year to 2024-2025

Repeat the print/download procedure

On the top right, change the year to 2023-2024

Repeat the print/download procedure

3- Test History

Click Test History

Next to Export, find and click on the PRINT button

Save the PDF file

Instructions for non PBSCD students/Charter Schools

1- Upload the most recent report card for this year and the previous two years (If either attendance or discipline is not shown on the report card, please request this from your previous school/s)

2- Upload Test History- Access the [FAST family portal](#) and download your student's FAST test history. For help on accessing the portal, contact your current school.

Upon acceptance and enrollment, complete transcripts will be required if not provided during the application process.

All records need to be uploaded to the student records portion of the application. Applications cannot be reviewed until they are complete.

Please reach out to the admissions contact listed for each school with any questions. We are happy to help you.