

# Instructions for Obtaining Student Records for STA Application

## Instructions for PBCSD students

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

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

*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

\*\*If “no records” shows on your screen, you will not be able to print/download. Instead, please take a screenshot of the current year and previous two years with “no records” shown.

## Instructions for non PBSCD students

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

## Current STPA students applying for STA

No additional information is required.

**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.**