



Edmonds School District

20420 68th Ave W

Lynnwood, WA 98036-7400

Attention: **Transcripts/Diplomas/Education Records**

Questions? Please call (425) 431-7200

Transcript/Diploma/Education Records

Request Form

Rev 09/2017

- Use this form for: All Diploma Requests
Transcript/Education Records Requests –Student is graduated/gone from school **two (2) years or longer**
All Requests during the months of July and August
- Contact the last school attended when: Transcript/Education Records Requests –Student is **currently enrolled** or
Student is graduated/gone from school **less than two (2) years**

To request a copy of your high school (HS) Transcript, Diploma or Educational Records, please:

- ✓ Print this form ✓ Complete the Student Section ✓ Bring In/Mail this form to the address found at the top of the form
- ✓ Include Payment with each Request: **Mail-In:** Business Check or Money Order only
(personal checks cannot be accepted) **In-Person:** Cash (exact change), Business Check, Money Order or VISA/MasterCard
 - Transcripts & Educational Records: Recent Student and/or Graduate –**up to two (2) years** out of High School –**No Charge**
More than two (2) years since High School attendance –**\$5.00 per copy**
 - Diplomas: All Students –**\$25.00 per copy**
- ✓ Processing –**From date request is received:** 3–5 business days (Transcript/Education Record), 7–10 business days (Diploma)

STUDENT SECTION

Full Legal Name of Student while Attending School: _____

Full Legal Name of Student Now (if different): _____

Last High School Attended (name of school): _____

Last Year Attended: _____ Class Graduation Year: _____ Graduated? (circle one) YES NO

Date of Birth: ____ / ____ / ____

Current Phone Number: (____) _____ – _____ email Address: _____

Documents requested (Qty): **TRANSCRIPT:** Official ____ Unofficial ____ **DIPLOMA:** ____ **EDUCATION RECORDS:** ____

• Picking Up Document(s) in Person? (circle one) YES NO When Ready Please: (circle one) email me phone me

• Document(s) May Be Released To: _____ Phone Number: _____

(or) Please Mail Document(s) to: _____

Student Signature: _____ Date: _____

NOTE: Official Transcript, Diploma and/or Education Records requests CANNOT be processed if:

- Any **Outstanding Fees, Fines** and/or **Balances** are present on student’s account.
- Payment has not been received as outlined above. Also Please Note: **Personal checks cannot be accepted**

DISTRICT SECTION

ID Verified? Document(s) Picked Up By: _____ Date Picked Up: _____

Date Received: _____ Fines/Fees/Balance? (Attach Printout) YES NO Receipt #: _____

Date Processed: _____ Sent By: (circle all) Mail Fax eMail In-Person Processed By: _____