



**Edmonds School District**

20420 68th Ave W  
Lynnwood, WA 98036-7400  
(425) 431-7200  
Attention: **Transcripts/Diplomas**

**Transcript/Diploma  
Request Form**

Rev 03/2017

This form is intended for use by students who have graduated/been gone from the District for **two (2) years or longer**.  
Currently enrolled students and those who have graduated/been gone from the District for **less than two (2) years**  
should contact the last school attended for a transcript printout, except during the months of July and August.

To request a copy of your high school (HS) transcript and/or diploma, please:

- ✓ Print this form      ✓ Complete the Student Section      ✓ Bring In-Person/Mail this form to the address at the top of the form
- ✓ Include Payment with each Request, as specified below:
  - Mail-In:** Business Check or Money Order only      **In-Person:** Cash (exact change), Business Check or Money Order
  - Transcripts: Recent Student and/or Graduate – up to (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 –Allow 3 to 5 business days (Transcripts) and 7-10 business days (Diplomas) from date we receive the request

**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: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Graduated? (circle one)    YES    NO

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Current Phone Number: ( \_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ email Address: \_\_\_\_\_

Number of Documents requested: **TRANSCRIPT:** Official Copies \_\_\_\_ Unofficial Copies \_\_\_\_ **DIPLOMA:** Copies \_\_\_\_

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: \_\_\_\_\_

Please Mail Document(s) to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Official Transcript and Diploma 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)

Document(s) Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT SECTION**

Date Received: \_\_\_\_\_ Fines / Fees / Balance Due? (Attach Printout if YES)    YES    NO

Date Processed: \_\_\_\_\_ Sent By (circle all): Mail / Fax / eMail / In-Person    Processed By: \_\_\_\_\_