



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: _____