



Arlington, WA

To complete this form electronically,  
it must be opened in *Adobe Reader!*

# Transcript Request Form

Please complete and sign this form to request a copy of your high school transcript.

*Transcripts cannot be requested over the phone, by email, or by a third party (i.e. a parent or guardian).*

*\*Once a student is 18 or in a post-secondary setting, we are required by the Family Education Rights and Privacy Act of 1974 (FERPA) Law to have the student's hand-written signature to release the transcript.*

*All fines and fees must be paid in order for an official signed and sealed transcript to be released.*

Student Name  Birthdate  Phone

Other name used at school (if applicable)

Graduate     Non-Graduate     Current Student    Grad Year

I will pick up the transcript(s) in person. (Please allow up to 48 hours notice.)

Number of unofficial transcripts requesting:     Number of official signed and sealed transcripts requesting:

1. Please fax unofficial transcript to: <input type="text"/>	Please email unofficial transcript to : <input type="text"/>	Please mail transcript to: <input type="text"/>
2. Please fax unofficial transcript to: <input type="text"/>	Please email unofficial transcript to : <input type="text"/>	Please mail transcript to: <input type="text"/>

**Student's Signature** \_\_\_\_\_

Date

*\*A parent may **only** sign if the student is under 18 years old.*

Return completed form by mail, fax, email or hand-deliver to the appropriate registrar:

**Arlington High School Registrar**

18821 Crown Ridge Blvd  
Arlington, WA 98223  
registrarAHS@asd.wednet.edu  
360-618-6329  
Fax 360-618-6311  
Hours: 7:30-3:00

**Stillaguamish Valley School Registrar**

1215 E Fifth St  
Arlington, WA 98223  
registrarSVS@asd.wednet.edu  
360-618-6440  
Fax 360-435-1359  
Hours: 8:00-3:30

**Weston High School Registrar**

4407 172nd St NE  
Arlington, WA 98223  
registrarWHS@asd.wednet.edu  
360-618-6340  
Fax 360-618-6341  
Hours: 7:30-3:00

**Registrar use only**

Printed by:

Date