



Arlington Public Schools Arlington, Washington

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

Transcript Request

Please complete and sign this form to request a copy of your high school transcript. Please allow two (2) business days for processing. *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

PLEASE PRINT LEGIBLY!

UNOFFICIAL TRANSCRIPT REQUEST:

I will pick up Number Requested (if being mailed or picked up)

Please send as follow: *You may make copies of unofficial transcript as needed.*

via email Addressed to (name):

via fax Email Address:

via US Mail Fax Number:

 Mailing Address:

 City, State, Zip Code:

OFFICIAL TRANSCRIPT REQUEST:

Number of **official** signed and sealed transcripts requesting: I will pick up official transcript(s) Please mail

Please address official transcript to: Mailing Address City, State, Zip Code

Please address official transcript to: Mailing Address City, State, Zip Code

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:

Stillaguamish Valley Learning Center Registrar 1215 E Fifth St Arlington, WA 98223 registrarSVLC@asd.wednet.edu 360-618-6440 Fax 360-435-1359 Hours: 8:00-3:30	Arlington Open Doors 4407 172nd St NE Arlington, WA 98223 registrarAOD@asd.wednet.edu 360-618-6340 Fax 360-618-6341 Hours: 7:30-3:00	Post Middle School 1220 East 5th St Arlington, WA 98223 registrarPMS@asd.wednet.edu 360-618-6450 Fax 360-618-6455 Hours: 7:30-3:00	Haller Middle School 600 East 1st St Arlington, WA 98223 registrarHMS@asd.wednet.edu 360-618-6400 360-618-6411 Hours: 7:30-3:00
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*To request a transcript from Arlington High School or Weston High School, you must do this electronically through Parchment at the following site:
<http://www.parchment.com>*

Registrar use only

Printed by: Date