

EMERSON HIGH SCHOOL TRANSCRIPT REQUEST

To request your high school transcript, please complete this form. **There is a \$5.00 charge per transcript ordered.** The request form can be mailed with the amount due, faxed (faxed requests won't be mailed until payment is received), scanned and emailed, or brought in to the main office. Unpaid fees and fines must be paid before a transcript will be given. *It is the student's responsibility to request, pick up, and/or mail transcripts in time to meet college deadlines.*

Mail request to: Emerson High School
10903 NE 53rd Street
Kirkland, WA 98033
Phone: 425-936-2300

Fax request to: 425-576-0567

Email request to: Sally Jenkins, sjenkins@lwsd.org or Mary Osness, mosness@lwsd.org

Today's Date _____

Name when enrolled at BEST/Emerson _____

Birthdate _____ Graduated? ____ yes ____ no

Month/Year you left BEST/Emerson _____ Phone number: _____

Number of Official/Sealed Transcripts Requested ____ Unofficial/Unsealed Transcripts ____

There is a \$5.00 charge per transcript ordered.

Address where transcript is to be sent -- once payment is received: (Please print)

Student or Institution Name _____

Street _____ Apt. # _____

City _____ State _____ Zip _____

Phone Number _____

FOR OFFICE USE ONLY: Date request received at Emerson _____ Received by _____ Date Mailed _____