

JUANITA HIGH SCHOOL FORMER STUDENT TRANSCRIPT REQUEST FORM

In compliance with the Federal Family Rights and Privacy Act (FERPA) of 1974, it is the right of the individual, eighteen (18) years of age and older, to identify what portion of his/her school record should be sent to the third party he/she designates.

PLEASE PRINT

Last Name: _____ First Name: _____ Middle Name: _____

Birthdate: ____/____/____ Email Address: _____ Phone: _____

Year of Graduation: _____ or Withdrawal _____

I hereby authorize Juanita High School to release the information as indicated to the following institution (College/University/Business):

Please check appropriate box:

- Official Transcript
 Unofficial Transcript

Please submit by:

- Mail
 Fax - Institution Fax Number: _____
 Email _____

Name of Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Former Student Signature Required _____ Date: _____

Your signature indicates your knowledge and understanding of the information on this form and your permission to release the requested documentation

Please Provide Payment Information:

NO PAYMENT IS REQUIRED FOR THE CLASS OF 2008 - PRESENT

Transcript Processing Charge: \$5.00 (Class of 1972-2007)

- Check (Payable to Juanita High School) Cash

****Please note transcript requests will not be processed until payment has been received.***

Checks/Transcript Requests may be mailed to:

Juanita High School
Attn: Registrar
10601 NE 132nd Street
Kirkland, WA 98034

For the Class of 2008 -Present:

Fax: 425-820-2412
Email: cmcguire@lwsd.org