HIGH SCHOOL TRANSCRIPT REQUEST

The Federal Family Rights and Privacy Act of 1974 (FERPA 1974) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA 1996), require a written and signed authorization from the student who has attained the legal age of eighteen.

The Kennewick School District Transcript is an official and legal document. The transcript may be obtained by completing this form in person at the Administration Center or by faxing or mailing this completed form to the Kennewick School District addresses at the top of this form. There is no fee for this service. Please allow twenty-four business hours for the request to be processed.

Date ____________________________
Time ____________________________

Legibly Print Student Name While Enrolled In School ____________________________________________________________

Student Date of Birth: Month __________ Day __________ Year ______________

Last School Attended: □ KAMIAKIN □ KENNEWICK □ SOUTHRIDGE □ PHOENIX □ LEGACY □ MCP

Last Calendar Year Attended __________________________ Graduate □ Y □ N

Student’s Signature __________________________________________

By signing I declare under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (RCW Chapter 9A.60.020: Forgery is a class C felony punishable by imprisonment and/or fine).

Student’s Current Address ____________________________________________________________

City __________________________ State ________ Zip ____________ Telephone ______________

MAIL a transcript to:
1. □ My current address above.
2. Name __________________________
   Address __________________________
   City, State, Zip ____________________
3. Name __________________________
   Address __________________________
   City, State, Zip ____________________

Fax/Email a transcript to ____________________________________________________________
(Faxed/emailed transcripts are NOT official transcripts)

PICK UP IN PERSON* _______________ Official transcript(s)
________________________________ Unofficial transcript(s)

*Transcripts not picked up after 5 business days will be mailed to the student’s address above.

Amended September 2019