

Request for Student Records

Please deliver, fax or mail your request to the Registrar's Office. A picture ID is required upon submittal and/or pick up.

Print full name used as a student at Konawaena High School:

_____ Last Name _____ First Name _____ Middle Name _____

Date of Birth: _____ / _____ / _____ **Graduation Year:** _____
Month Day Year (If left Konawaena before grad., give projected grad year.)

I hereby give consent for the transfer of academic records (check one):

- Transcript (courses/marks) and unofficial college admission test scores (does not include PSAT)
- Transcript (courses/marks) only
- Other Records (specify): _____

_____ or _____
Signature of Student (18 yrs or older) **Signature of Parent/Guardian (if student is under 18 yrs old)**

Date of Request: _____ **Contact Phone Number:** _____

Process Type	Cost per Record	# of Records	Subtotal Cost
Processing Fee for each Record <small>(allow 5 working days to leave our office)</small>	\$1.00 per record		
Global Process Fee <small>(allow 5 working days to leave our office)</small>	\$1 + \$3 (fee) = \$4 per record		
Expedite/RUSH Fee <small>(requests received by 3 pm will be sent to the post office /College Counselor by the next business day)</small>	\$1 + \$2 (fee) = \$3 per record		
TOTAL COST			

Payment Collected: _____ cash or check # _____ (check written to: Konawaena High School)

<p><u>For Unofficial / Personal Copy</u></p> <p>Select transfer option: (copy of picture ID must accompany request):</p> <p><input type="checkbox"/> To be picked up by Requestor or indicate name: _____</p> <p><input type="checkbox"/> Fax number: _____</p> <p><input type="checkbox"/> Mailing Address: _____ _____ _____ _____</p>	<p><u>For Official Copy</u></p> <p>Official transcripts are mailed (USPS) directly from Konawaena High School.</p> <p>Print complete Name and Mailing Address of school or organization to receive transcript/records.</p> <p>_____ _____ _____ _____ _____</p>
<p>For Office Use ONLY</p> <p>CC: _____ RO: _____ Date: _____</p>	