Arlington Public Schools
Arlington, Washington

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:

Number Requested (if being mailed or picked up) _____
You may make copies of unofficial transcript as needed.

☐ I will pick up

☐ Please send as follow:

Addressed to (name): _____

☐ via email Email Address: _____

☐ via fax Fax Number: _____

☐ via US Mail 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

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 _____