



BOTHELL HIGH SCHOOL
 NORTSHORE SCHOOL DISTRICT
 9130 NE 180th Street
 Bothell, WA 98011-3398
 425.408.7019
 FAX: 425.408.7027

TRANSCRIPT / RECORDS REQUEST FORM
Please allow 24 hours for processing

| | | |
|---|----------------------|--------------------|
| | | |
| Last Name | First Name | Middle Name |
| <small>FORMER STUDENTS: BE SURE TO PROVIDE <u>LEGAL / MAIDEN</u> NAME AT TIME OF GRADUATION</small> | | |
| | | |
| Student ID# <small>(if known)</small> | Date of Birth | Grad Year |
| | | |
| Phone # | | |

Please enter *quantity* for each type of transcript requested, then date and sign below:

Transcripts:

Official - sealed to send unopened to college or institution

Unofficial - for personal use, scholarships, insurance or proof of graduation

Total

Other Records: _____
(Immunizations, test records, etc.)

Requested by:

Student Parent Guardian Other

If over 18 years of age, records can be requested by student only

Current Students:
I prefer transcripts to be: Available for Pickup Emailed - *unofficial ONLY*

Former Students:
I prefer transcripts to be: Available for Pickup Emailed (Unofficial Only) Mailed

Email Address: _____
ONLY if requesting electronic unofficial document

*Please Provide Name & Address of College Admissions Office
 and/or Home Only if BHS is Mailing*

| | |
|-------------------------------------|-------------------------------------|
| 1. _____ _____ _____ _____ | 2. _____ _____ _____ _____ |
|-------------------------------------|-------------------------------------|

PLEASE
SIGN
HERE

| | |
|--|----------------------|
| <i>ALL STUDENTS / REQUESTORS: Please sign and date below</i> | |
| _____ Signature | _____ Date |

Notice: Student records obtained under this request remain subject to the requirements of the "Federal Family Educational Rights & Privacy Act of 1974", which requires written parent or student consent before the records may be shared with any other party

| | |
|--|-------------------------------|
| <i>To be completed by School Official:</i> | |
| _____ <small>Prepared by:</small> | _____ <small>Date:</small> |

If emailing, please send to: kduhamel@nsd.org

KD: 9.16.19