



INNOVATION LAB HIGH SCHOOL

NORTHSHORE SCHOOL DISTRICT

2020 - 224th Street SE

Bothell, WA 98011

425.408.6200

425.408.6202 Fax

TRANSCRIPT & RECORDS REQUEST FORM

Please allow 24 hours for processing.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Last Name	Legal First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Last Name	Preferred First Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student ID # (if known)	Date of Birth	Grad Year
		Phone Number

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

☐

TRANSCRIPTS: Enter Quantity

Official - sealed to send unopened to college or institution by student

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

Total

☐

OTHER RECORDS:

SBAC English, SBAC Math, etc.

Requested by:
<input type="checkbox"/> Student
<input type="checkbox"/> Parent
<input type="checkbox"/> Guardian
<input type="checkbox"/> Other

Current Students:	Former Students:
I prefer transcripts to be:	I prefer transcripts to be:
<input type="checkbox"/> Available for Pickup	<input type="checkbox"/> Available for pickup
<input type="checkbox"/> Emailed - unofficial only	<input type="checkbox"/> Emailed - unofficial only
	<input type="checkbox"/> Mailed as directed below

Note: If over 18 years of age, records may be requested by student only

Please provide Name & Addresses of College Admissions Office or Home:

(Former students only)

1)

<input type="text"/>
<input type="text"/>
<input type="text"/>

2)

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please

ALL STUDENTS / REQUESTORS: Please sign and date below:

Sign

Here

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.

To be completed by School Official only:

Prepared by:

Date: