

## **Ordering Final, Official Transcripts Post Graduation**

**\*Allow 3-weeks after graduation before ordering, as your Delta records will be migrating to your home district/high school.**

**KSD Students:** You may request your final transcript via the request form found at [ksd.org/students-families/transcript-request](http://ksd.org/students-families/transcript-request). Return the form to Kennewick School District Admin Center, 1000 W 4<sup>th</sup> Avenue, Kennewick, WA 99336. Please allow 2-3 business days for processing.

**PSD Students:** **Chiawana** students may complete the final transcript request form found at [chiawana.psd1.org/student-family-resources/transcript-request](http://chiawana.psd1.org/student-family-resources/transcript-request). For questions, please contact the Student Services Office at 509-543-6786 Ext. 5699.

**Pasco High** students may email the records office at [phsrecords@psd1.org](mailto:phsrecords@psd1.org) with the request for a final transcript. They will send you the form. *\*Transcripts can also be requested in person at either school by the student or parent/guardian. Photo ID is required.*

**RSD Students:** You may request your final transcript via Parchment. Detailed instructions can be found at [rsd.edu/students/request-transcripts](http://rsd.edu/students/request-transcripts). ***\*IMPORTANT:*** *When asked to type your school's name, enter your "home" high school (Richland or Hanford) not Delta!*