



KAUKAUNA HIGH SCHOOL

JEN BRUCE
Associate Principal

AARON HERM
Principal
KASEY SMITH
Activities Director

MICHELLE VRANEY
Associate Principal

Kaukauna High School Transcript Request Form for graduates from 2019 and older

Graduates of 2020-2023, please log into Xello to send to a school at no charge.

Please allow 3 to 5 business days for processing from the time the request is received in our office. Kaukauna High School **MUST** have the signature of the former student to release transcripts; parents may only sign if the former student is under the age of 18.

Copies of transcripts are \$4.00 each

Please send a check, cashier's check or money order payable to: Kaukauna High School. You may also complete the form and drop it off with payment in Student Services.

The following information is needed in order to process your request:

Your name when you attended Kaukauna High School: _____

Current Name (if different from name while at KHS): _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email Address: _____

Dates of Attendance or year graduated: _____ Date of Birth: _____

Mail ____ (# of copies) to: _____

Address: _____

Fax # (if transcript is to be faxed): _____

To Whose attention: _____

Signature: _____ Date: _____

Institutions must have written permission from any student 18 or older in order to release any information from a student's educational record. FERPA ACT