



# 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 2020-2025, 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***