



# GRANITE FALLS HIGH SCHOOL

John Kniseley II, Principal

Dave Bianchini, Principal

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[www.gfalls.wednet.edu](http://www.gfalls.wednet.edu)

## Transcript Request Form

Please complete and sign this form to request a copy of your high school transcript. Transcripts cannot be requested over the phone, by email or by a third party (i.e. a parent or guardian). All fines and fees must be paid in order for an official signed and sealed transcript to be released.

*\*Once a student is 18 or in a post-secondary setting, we are required by the Family Educational Rights and Privacy Act of 1974 (FERPA) to have the student's hand-written signature to release the transcript.*

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Other name used at school (if applicable): \_\_\_\_\_

Graduate

Non-Graduate

Current Student

Grad Year: \_\_\_\_\_

I will pick up transcript(s) in person. (Please allow 48 hours)

Number of unofficial transcripts requesting: \_\_\_\_\_

Number of official signed and sealed transcripts requesting: \_\_\_\_\_

**This request is authorizing Granite Falls High School to:**

Fax unofficial transcripts to **(Include Name and Fax Number):**

Email unofficial transcripts to **(Include Name and Email Address):**

Mail transcript to **(Include Name and Address):**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form by mail, fax, email or hand-delivered to:**

Granite Falls High School Registrar

1401 100<sup>th</sup> Street NE

Granite Falls, WA 98252

Hours: 7:30am – 3:00pm

Email: [gfh.s.registrar@gfalls.wednet.edu](mailto:gfh.s.registrar@gfalls.wednet.edu)

Phone: 360.283.4394

Fax: 360.283.4419

### OFFICE USE ONLY

Transcript was:

Mailed

Faxed

Emailed

Given to student on \_\_\_\_\_ Initials \_\_\_\_\_

**1401 100<sup>th</sup> Street NE, Granite Falls, WA 98252**