

Snohomish High School
Alumni Transcript Request Form
1316 Fifth Street, Snohomish, WA 98290
360-563-4059 (phone) or 360-563-4197 (fax)
Sarah.McGrath@sno.wednet.edu or Jennifer.Harris@sno.wednet.edu



Former students –

- Completed form, payment, and ID are required prior to transcript being released. These three items are required to receive your transcript. Include a copy of your ID if submitting by fax or email.
- Transcripts are \$5 each for former students. There is no payment required for current year graduates and students.
- Transcripts are prepared in the order received, usually within 24 hours of receipt.
- **This form is not automatically submitted, you must send it to us by fax, email or postal mail; or bring it to the school.**

Agencies – Please see website for education verification request information.

To pay -

- Pay in person with cash or check only (we don't accept cards at the school)
- Or pay online at <https://wa-snohomish.intouchreceipting.com/>
 - Select "Click Here" for Guest User.
 - Complete account information (name, username, password, address, etc.)
 - Click on Shop – Make these selections:
 - HIGH SCHOOL -- SNOHOMISH HIGH SCHOOL -- ALUMNI PAYMENTS
 - Choose TRANSCRIPTS
 - Follow steps to complete checkout.
 - Please note: There is a \$2.15 convenience fee added to all online transaction.

Full name (while attending Snohomish High School): _____

Current name (if different from above): _____

Date of birth: _____ Daytime phone number: _____

Address: _____

What year did you last attend SHS?: _____ Did you graduate?: yes no

How many transcripts do you need?: _____ Reason: further education employment other

How are you paying? online mailing check pay when picking up

Check one -

I will pick up my transcript(s) in the SHS Main Office Lobby. Office hours are Monday through Thursday 7 a.m. to 2:45 p.m., Friday 7 a.m. to 2 p.m. on school days. NOTE: Summer hours can be confirmed by phone call to 360-563-4001.

Please mail my transcript(s) to me at the address shown above.

Please mail my transcript(s) to this school: _____

"I give permission for Snohomish High School to complete the transcript request as indicated above."

(student signature required)

(date)

For office use only

___ Identification checked. _____

Request completed: _____