

# Snohomish High School Alumni Transcript Request Form

1316 Fifth St., Snohomish, WA 98290  
360/563-4059 fax 360/563-4197  
[anna.adams@sno.wednet.edu](mailto:anna.adams@sno.wednet.edu) or  
[tina.graham@sno.wednet.edu](mailto:tina.graham@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 \$5.00 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:
    - Go to <https://wa-snohomish.intouchreceipting.com/>
    - Select "Click Here" for Guest User
    - Complete account information (name, user name, 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 TRANSACTIONS

**Full Name (while attending SHS):** \_\_\_\_\_

**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 Counseling Office (*Registrar is in Room B218; hours are Monday through Thursday 7 to 3, Friday 7 to 2 during 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: \_\_\_\_\_