

## **Snohomish High School Education Verifications: \$15**

### **Non-Alumni requests for Background Checks and Employment Screenings**

#### **Requests must have:**

- 1) Student's current name
- 2) Student's name while enrolled at Snohomish High School
- 3) Date of birth
- 4) Grad year or last year of attendance
- 5) Authorization signed by student

#### **Payment may be made by:**

- 1) Check
- 2) Money order

- Mail your questionnaire, signed authorization, and check/money order to:  
**Snohomish High School**  
**1316 Fifth Street**  
**Snohomish, WA 98290**

- 3) Online at <https://wa-snohomish.intouchrecepting.com/> (\$15 plus \$2.15 convenience fee)

- Select "Guest User"
- Provide the requested account information
- Select "Shop" and make the following selections:
  - High School
  - Snohomish High School
  - Alumni Payments
  - Diploma Verification
- Complete checkout
- Email your questionnaire, signed authorization, and receipt to:  
<mailto:Tina.Graham@sno.wednet.edu>

#### **Questions:**

- Tina Graham [Tina.Graham@sno.wednet.edu](mailto:Tina.Graham@sno.wednet.edu) or (360) 563-4060
- Jennifer Harris - [Jennifer.Harris@sno.wednet.edu](mailto:Jennifer.Harris@sno.wednet.edu) or (360) 563-4059

**\*\*We will process your request within 24 hours of receipt of payment (weekends and holidays not included)\*\***