



HIGH SCHOOL TRANSCRIPT REQUEST

Current Name: _____
Last First Middle Initial

Maiden name or **other name** used while attending high school: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____

Name of the last school you attended in Clover Park School District: _____

Last year you attended school in Clover Park School District: _____

Did you graduate? Yes No

Do you need this to be an **Official Transcript** for School or Employment? Yes No

If YES, please do not open the envelope that the Transcript arrives in. This will invalidate the Transcript.

Number of transcript copies needed _____ Amount enclosed \$ _____
((\$3.00 for each copy requested))

MAIL Transcript to: _____

FAX Transcript to: _____

EMAIL Transcript to: _____

This signature authorizes the release of my transcript, to be forwarded as requested above.

SIGNATURE DATE

Send Money Order or Company Check ONLY for \$3.00 per transcript.

*Make payable to: **Clover Park School District***

Personal checks will not be accepted. Cash will be accepted in person only.

Mail completed form and fee to: **TRANSCRIPTS**
If not addressed exactly **Clover Park School District**
as shown, mail often **Student Services Department**
goes missing. **10903 Gravelly Lake Drive SW, #5**
Lakewood, WA 98499-1341

We are very sorry, but we are unable to accept electronic payments, credit/debit card payments, or faxed requests.

For District Use Only: Date transcript requested: _____ Date transcript issued: _____
 Picked up in Person Mailed to Student Mailed to School/Company Faxed Emailed
Amount Received: _____ Cash Check/MO #: _____ Receipt #: _____



TRANSCRIPT REQUEST INSTRUCTIONS

www.cloverpark.k12.wa.us/Admin/TranscriptRequest.aspx

Transcript Request Form

To request a transcript from Clover Park Student Services Department, complete this form, including a signature and date, and mail it along with a transcript processing fee of \$3 per copy, to:

TRANSCRIPTS
Clover Park School District
Student Services Department
10903 Gravelly Lake Drive SW
Lakewood, WA 98499

Please address exactly as shown.

Send Money Order or Company check only for \$3.00 per transcript, payable to "Clover Park School District." Personal checks will not be accepted. Please do not put cash into the mail. Cash will be accepted in person only.

We are very sorry, but we are unable to accept electronic payments, credit/debit card payments, or faxed requests.

Who to contact

If student attended within the past 3 years:

Students who attended Clover Park School District within the past three years can obtain their records from the last school they attended:

- **Clover Park High School:** 253-583-5521
- **Lakes High School:** 253-583-5587, Ext. 7326
- **Harrison Prep:** 253-583-3055
- **Lakewood Career Academy (formerly A I High School):** 253-583-5390

Those who last attended school in a district other than Clover Park need to call the last school they attended.

Verification of Graduation

We cannot verify graduation or other information over the phone, due to Family Educational Rights and Privacy Act (FERPA) regulations. All verifications will be done via Transcript Request only. Diplomas are not available; they are a souvenir of the graduation experience. Transcripts are the legal verification document. Companies wishing to verify graduation must complete a Transcript Request form, and send that along with a signed statement by the student authorizing them to request this information, and the \$3.00 per transcript fee, to the Student Services Department.

For more information about FERPA: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html