

KFHS Transcript Request Form

- A separate transcript request form is required for each transcript to be sent.
- **Transcripts are \$2.00 each.** Payment must accompany the request form (cash or check).
- An OFFICIAL transcript with the school seal must be mailed directly to a college or university.
Official transcripts cannot be given to a student or parent.
- An UNOFFICIAL transcript is any transcript that is hand-carried. It does not have the school seal.
- Allow two school days for transcripts to be processed and mailed once the form has been received by the Registrars' Office.

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**STUDENT INFORMATION: Please print. Use full name as on school records.**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

KFHS ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Graduation Year /Last Attended \_\_\_\_\_

\_\_\_\_\_ Check here if any additional documents will be included with the transcript.  
(Scholarship applications, SAT, ACT, etc.) Attach to this form.

Student or Parent Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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REQUEST FOR: Please print. Include all requested information.

Select method of transcript processing (select only one):

_____ TReX (electronic) / Mailed Official transcript to be sent to:

University / Facility Name _____

Attn: (Specific department or person if applicable) _____

Street Address _____

City, State Zip Code _____

_____ Personal Copy – Unofficial to be picked up in person

For office use only. Do not write in this area.

Unofficial - Date Printed: _____ Date Picked Up: _____

Amount collected: _____

Official - Date Mailed / Uploaded: _____ TReX Tracking #: _____