



GRANITE FALLS HIGH SCHOOL

John Kniseley II, Principal
Michael Mainor, Vice Principal/Athletic Director
Phone: 360.691.7713 Fax: 360.283.4414
www.gfalls.wednet.edu

Transcript Request Form

Please complete and sign this form to request a copy of your high school transcript. Transcripts cannot be requested over the phone, by email or by a third party (i.e. a parent or guardian). All fines and fees must be paid in order for an official signed and sealed transcript to be released.

**Once a student is 18 or in a post-secondary setting, we are required by the Family Educational Rights and Privacy Act of 1974 (FERPA) to have the student's hand-written signature to release the transcript.*

Student Name: _____ Date of Birth: _____ Phone: _____

Other name used at school (if applicable): _____

Graduate

Non-Graduate

Current Student

Grad Year: _____

I will pick up transcript(s) in person. (Please allow 48 hours)

Number of unofficial transcripts requesting: _____

Number of official signed and sealed transcripts requesting: _____

This request is authorizing Granite Falls High School to:

Fax unofficial transcripts to **(Include Name and Fax Number):**

Email unofficial transcripts to **(Include Name and Email Address):**

Mail transcript to **(Include Name and Address):**

Student's Signature: _____ Date: _____

Submit completed form by mail, fax, email or hand-delivered to:

Granite Falls High School Registrar
1401 100th Street NE
Granite Falls, WA 98252
Hours: 7:30am – 3:00pm

Email: gfh.s.registrar@gfalls.wednet.edu
Phone: 360.283.4394
Fax: 360.283.4419

OFFICE USE ONLY

Transcript was:

Mailed

Faxed

Emailed

Given to student on _____ Initials _____

1401 100th Street NE, Granite Falls, WA 98252