

Transcripts or School Records

Students who graduated or left **high school** during the past 2 years should contact their last school for a copy of their transcript. Students who transferred out of the Seattle School District from a **middle school or elementary school** during the past 2 years should also contact their last school for copies of their records.

For your convenience, you may fill out this [PDF Request for Student Records Form](#), sign, and mail it to:

**Seattle Public Schools
Student Records, MS 21-171
P.O. Box 34165
Seattle, WA 98124-1165**

Each transcript or other student record is \$10.00 per copy. (A diploma is not a student record). All requests must be made in writing to Student Records, and must include the following:

- Your name (be sure to include the name used while in school)
- Your birth date
- The name of the last Seattle Public School you attended
- The last year attended or year you graduated
- A copy of your driver's license or picture identification that includes your birthdate and signature
- If applicable, your petition for change of name and court order changing name
- The name(s) of the school(s) that you are requesting records from
- The number of copies being requested of each school
- A check or money order payable to Seattle Public Schools for \$10.00 times the number of copies being requested
- A complete address and/or fax number where copies should be sent (faxes should include the name of the person or company who will be receiving the fax)
- A number to contact you in the event there is a problem locating the record

All requests must include the student's **handwritten signature**. Parent may sign if the student is under 18.

All requests will be processed in order received. Faxed requests will not be processed until the payment has been received.

The Student Records fax number is **(206) 252-0786**.

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