



**MOUNT SI HIGH SCHOOL
FORMER STUDENT
OFFICIAL TRANSCRIPT ORDER FORM**

Official Transcripts cost \$5.00 each and payment is required before we can begin processing a request. Payment can be made by check, credit or debit card.

Payment in the form of a check can be mailed to:

Fax number 425-831-8223

ATTN: REGISTRAR
Mount Si High School
8651 Meadowbrook Way SE
Snoqualmie, WA. 98065

Or

Debit or Credit Card payments can be made to Financial Office - 425-831-8105. Please don't leave payment information on a voice mail. Call back until you reach someone to personally take your payment. Please be sure to ask them to notify us when you are done.

Mail or fax this completed form to the address or phone number above.

INFORMATION NEEDED TO PROCESS A REQUEST:

Full Name (while attending MSHS): _____

Contact Number: _____ Date of Birth: _____

Year of Graduation / Withdrawal: _____

Number of copies: _____ @ \$5.00 per copy

Delivery:

____ Student will pick-up Requested Pick up date: _____

____ Mail TO:

REQUESTS REQUIRE 2-5 BUSINESS DAYS TO PROCESS

Call Counseling Center at 425-831-8150 if you have further questions.