

HOW TO REQUEST A COPY OF YOUR HIGH SCHOOL TRANSCRIPT

Fees:

- | | |
|---|---|
| - 1 st year after graduation | no fee |
| - You pick up | \$3.00 for 1 st copy and \$1.00 for each additional copy |
| - We mail or fax to you | \$5.00 for 1 st copy and \$1.00 for each additional copy |

Information Required:

- Name used while attending SHHS
- Date of Birth
- Fax number or address to mail to

Who to Contact:

- 3rd week of August to mid June: michelle.knight@sweethome.k12.or.us
Sweet Home High School Guidance Office
1641 Long Street, Sweet Home, OR 97386
PH: 541-367-7155, Fax: 541-367-7151
- Summer: peggy.emmert@sweethome.k12.or.us
Sweet Home High School
1641 Long Street, Sweet Home, OR 97386
PH: 541-367-7142, Fax: 541-367-7196