

Record Request Form

Once an individual attains 18 years of age, that person’s parents may no longer request a transcript.
The student over 18 years of age must request this information directly from KUHS.

To request records for graduating years 2000 and newer, please contact
Mrs. Sandy Highland, Registrar, Klamath Union High School
1300 Monclaire St.
Klamath Falls, OR 97601
Telephone 541-883-4710 ext. 3040
Fax 541-883-4708
Highlands@kfalls.k12.or.us

To request records for graduating years 1999 and older, please contact
Mrs. Cathie Davis, Office Manager
Klamath Union High School
1300 Monclaire St.
Klamath Falls, OR 97601
Telephone 541-883-4710 ext. 3000
Fax 541-885-4276
Davisc@kfalls.k12.or.us

Transcript Request Form

Date: Official
Name: Unofficial
(Maiden name if applicable)

Address:
City, State and Zip code:
Phone:

Graduation Year:
Date of Birth:

Please enclose a copy of your picture identification

Cost: \$3.00 per transcript

Signature _____

Please send a copy of my high school transcript to:
The above address, OR the college listed below:

College name:
Address
City, State and Zip Code

My signature authorizes Klamath Union High School to release my transcript to the above named
College/University.