

# Snohomish High School Alumni Transcript Request Form

1316 Fifth St., Snohomish, WA 98290  
360/563-4059 fax 360/563-4197  
[cheryl.mendenhall@sno.wednet.edu](mailto:cheryl.mendenhall@sno.wednet.edu) OR  
[dawn.persha@sno.wednet.edu](mailto:dawn.persha@sno.wednet.edu)



## Former Students –

- Completed form, payment (see below) and ID are required prior to transcript being released.
- Transcripts are \$5.00 each for former students.
- Transcripts are prepared on Mondays, Wednesdays and Thursdays only – and in the order received.

## Agencies -

- Diploma verifications are \$15.00 for requesting agencies. Agency must include a signed authorization with request. Payment can be made as shown below.

## To pay - **You can now pay online!**

- You can pay in person with cash or check (we cannot accept cards at the school). Or – you can pay online:
- Go to <https://payport.sno.wednet.edu>
- Select "Click Here" for Guest User.
- Complete account information (name, user name, password, address, etc.).
- Click on Shop – Make these selections:
  - HIGH SCHOOL -- SNOHOMISH HIGH SCHOOL -- ALUMNI PAYMENTS
  - Choose Transcripts or Diploma Verification
- Follow steps to complete checkout.
- PLEASE NOTE: THERE IS A \$2.15 CONVENIENCE FEE ADDED TO ALL ONLINE TRANSACTIONS.

**Full Name (while attending SHS):** \_\_\_\_\_

**Current Name (if different from above):** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Daytime Phone Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**What year did you last attend SHS?:** \_\_\_\_\_ **Did you graduate?:**  yes  no

**How many transcripts do you need?:** \_\_\_\_\_ **Reason?:**  further education  employment  other

**How are you going to pay?**  online  mailing check  pay when picking up

## Check one -

- I will PICK UP my transcript(s) in the Counseling Office (*Registrar is in Room B218; hours are Mondays through Thursdays 7 to 3, Fridays 7 to 1*).
- Please mail my transcript(s) to me at the address shown above.
- Please mail my transcript(s) to the school(s) noted below.

**"I give permission for Snohomish High School to complete the transcript requests as indicated above."**

\_\_\_\_\_  
**(student signature required)**

\_\_\_\_\_  
**(date)**

Identification checked.