



**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. There will be a \$1.50 service fee charged for all card payments made over the phone or by mail. Charges made in person will not have the additional service fee.

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.

4/12/11