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**Transcript or Duplicate Diploma Request Form**

Send To: Records, Kanawha County Schools
200 Elizabeth Street, Charleston, WV 25311 or email: records@mail.kana.k12.wv.us
Fax Request to 304-348-6655 Telephone 304-348-7713

Please fill out a separate form for each transcript requested.
Please check record desired.

**_____Transcript (No Charge) _____Immunizations _____Drop Letter _____Other (Specify) _____Duplicate Diploma ($10.00 Fee) Send Money Order Payable to Kanawha County Schools. Diploma will be processed after receipt of money and verification of graduation.**

Name_____
First Middle Last Maiden

Date of Birth _____ Telephone _____

Last Kanawha County Public School attended _____

Did you Graduate? _____Yes _____ No If yes, what year _____

If no, what was the last grade that you completed _____

Choose one of the following to be used for:
School _____ Employment _____ Social Security Card _____ Proof Still Attending School ____

Choose one or more of the following:
Pick up _____ Mail _____ Fax _____ Fax Number _____
Email_____

Send Transcript to:

_____

_____

_____

We must receive signed authorization before releasing any information.
**Please provide Photo ID**

_____ _____
**Signature (Required before releasing)** **Date**
**Must provide photo ID**