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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)
Must provide photo ID

Date