



WEST POTOMAC HIGH SCHOOL STUDENT SERVICES DEPARTMENT

FORMER STUDENT TRANSCRIPT REQUEST FORM

Complete the form below if you have graduated within five (5) previous years, are 18 years or older, and return to the Transcript Assistant at WPHS. Allow five (5) school days for processing your request. You must scan the front of your driver's license or copy any official government issued ID for verification.

Student records are maintained at WPHS for five (5) years only. If you have graduated or withdrew more than five (5) years ago, contact the Registrar, Wilton Woods Center, 703.329.7666.

There is a \$5.00 processing fee that must be **cash** or a **certified money order** for each official transcript.

Name While Attending West Potomac High School

Last Name: _____ First Name: _____ Initial _____

Current Phone # _____ Email Address: _____

Graduation Date/Year: _____ Reason for Request: _____

Your signature on this form gives WPHS permission for all transcripts to be released to any schools or organizations request by the student.

"I hereby authorize WPHS to forward information from my official record to colleges, scholarship organizations, or any prospective employers indicated below."

Student Name (print) _____

Student Signature: _____ Date: _____

1. Name of School: _____

Attention: _____

Address: _____

City: _____ State: _____ Zip _____