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 _____ 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_____

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