

High School Transcript Request F.A.Q.

How do I request my VHS transcript?

Complete the *High School Transcript Request* form and submit to the high school office during the school year (twilliams@vernoniak12.org). Summer time requests need to be submitted to the District Office (bcarr@vernoniak12.org)
Phone requests are not accepted.

What is an “Official” transcript?

An official transcript means that it arrives at its destination in a sealed school envelope or is sent electronically from the school directly to the institution requesting a copy of your transcript.

What information is on my transcript?

Years of enrollment, courses taken, grades earned, credits received, and graduation date are all noted on your transcript.

Can I have someone else make the request on my behalf?

No. Due to privacy laws the request must come from and the form signed by the former student.

Can someone other than myself pick up my transcript?

Yes, if you have noted on your request form who will pick up your transcript on your behalf.

How long will it take for my request to be processed?

Requests are processed within 48 hours of receipt.

What happens when I have authorized an employer to verify my education?

Employer verifications are accepted on their request forms and with your authorization. An electronic signature is acceptable on this paperwork. Requests will be processed within 48 hours. Verifications will not be given over the phone.

Can I get a copy of my diploma?

No. We do not have copies of diplomas.