



Willamette High School

TRANSCRIPT REQUEST FORM

Office of the Registrar
1801 Echo Hollow RD
Eugene, OR 97402

You may order copies of your transcript from
our web page at:
<http://www.bethel.k12.or.us/willamette/>

(541) 689-0731
Fax: (541) 689-7119

Student Information: (Please type or print)

Date: _____

Student Last Name: _____ First: _____ Middle: _____

Student ID Number: _____ Grade: _____ Date of Birth: _____

Name while attending Willamette High School: _____

Current Mailing Address: _____

City _____ State _____ Zip Code _____ Country _____

Telephone (daytime): _____ E-Mail: _____

Attendance Information: (fill in all that apply) _____ to _____ Graduation Year: _____
Year Year

Graduate Payment

\$2.00 fee for graduate transcripts, please pay the bookkeeper _____ Paid

o (To pay by phone with a credit card, \$5.00 minimum – **Contact our finance office at 541-607-1480**)

Signature of Student (Required): _____

I understand that my signature authorizes the release of my academic records.

Date

Transcripts Issued to Student:

_____ # of transcripts requested:

- Unofficial copy
- Official copy
- Mail to me (at mailing address above)
- Email to me: _____
- I will pick up the following day

Special Instructions: (optional)

_____ # of transcripts requested:

- Send after grades are posted: _____
- Send after diploma is awarded: _____
- Mail to: _____
- Other: _____

Transcript Policy

Willamette High School
Office of the Registrar

Current Students:

Willamette High school does not charge a fee for transcripts of current students. You may order a maximum of three transcripts per day; however, please allow a minimum of 24 hrs. for your request to be processed. Regular processing time is three to five business days from receipt of request. You may print an unlimited number of unofficial transcripts from your copy of your copy. You may view your most recent transcript on Home Access Center.

The URL for Willamette High school's web page is: <http://www.bethel.k12.or.us/willamette/>

Graduates:

Willamette High school charges a \$2.00 fee for transcripts of former students. You may order a maximum of three transcripts per day; however, please allow a minimum of 24 hrs. for your request to be processed. Regular processing time is three to five business days from receipt of request. You may print an unlimited number of unofficial transcripts from your copy of your copy. You may view your most recent transcript on Home Access Center.

The URL for Willamette High school's web page is: <http://www.bethel.k12.or.us/willamette/>

To order a transcript, fill out the attached form and mail or fax to Willamette High School:

Transcript Request
Office of the Registrar
1801 Echo Hollow Rd
Eugene, OR 97402

You may also fax your order to: (541) 689-7119

Your correspondence should include the following:

- Written signature (a computer-generated signature cannot be accepted)
- Student Id number
- Grade or Graduation Year
- Date of birth
- Name(s) while attending Willamette High School
- Current address
- Telephone number or e-mail where we can reach you during the day
- E-Mail address
- Dates of attendance
- Address to which transcript is to be sent
- Payment to our finance office; 541-607-1480

Exclusions:

- E-mail and telephone requests cannot be honored.
- Photo identification is required when ordering and picking up transcripts in person.
- Official transcripts cannot be sent to other addresses by fax or email.
- Another person may not request a student's transcript without specific written authorization from that student.
- Transcripts ordered for pick-up are held at Willamette High School for 30 days and then destroyed.