

AUBURN SCHOOL DISTRICT TRANSCRIPT REQUEST INFORMATION

Current students or graduated/inactive students out of the building **less than 4 years**:

1. Complete and sign the [TRANSCRIPT REQUEST FORM](#).
2. Send this completed form to the Registrar of the school you last attended in the Auburn School District via one of these methods:
 - a. e-mail – if you cannot scan the form, then send a picture along with a picture of your ID
 - b. fax – ID may not go thru well, so you may have to e-mail
 - c. mail
3. Unofficial transcripts are free.
4. If you are unable to sign the form, we can use the picture of your ID.

Graduated/inactive students out of the building **more than 4 years**:

Pay a \$3 fee for each official transcript you need either in person with the bookkeepers in the buildings **OR** online at <https://wa-auburn.intouchrecepting.com>

1. Please sign in as a guest.
2. Complete and sign the [TRANSCRIPT REQUEST FORM](#).
3. Send this form to the Registrar of the school you last attended in the Auburn School District via one of these methods:
 - a. e-mail – if you cannot scan the form, then send a picture along with a picture of your ID
 - b. fax – ID may not go thru well, so you may have to e-mail
 - c. mail

Unofficial transcripts are free, but a request form and signature or ID must be provided.

Payment questions can be answered by the bookkeepers at each school.

*Transcripts cannot be requested by phone.

*All fees/fines must be cleared prior to processing.

*Payment must be received prior to processing.

*Please allow up to 3 business days to process.

***We do not allow requests from secondary parties (this includes parents of students 18 years and older).**

Proof of identification is required.

Official transcripts cannot be e-mailed.

School	Registrar	Phn/Fax Number	Address
Auburn High School	Anngie Woodward at awoodward@auburn.wednet.edu	Phn 253 931-4876 Fax 253 931-4705	Auburn High School Attn: Registrar 711 E Main St Auburn, WA 98002
Auburn Mountainview High School	Deborah Johnson at ddjohnson@auburn.wednet.edu	Phn 253 804-5194 Fax 253 876-2508	Auburn Mountainview HS Attn: Registrar 28900 124 th Ave S Auburn, WA 98092
Auburn Online School	Tina Werden at twerden@auburn.wednet.edu	Phn 253 931-4715 Fax 253 931-4913	Auburn Online School Attn: Registrar 5701 Kersey Way SE Auburn, WA 98092
Auburn Riverside High School	Ulonda Holman at uholman@auburn.wednet.edu	Phn 253 804-5161 Fax 253 804-5168	Auburn Riverside High School Attn: Registrar 501 Oravetz Rd Auburn, WA 98092
West Auburn High School	Sheryl Miller at samiller@auburn.wednet.edu	Phn 253 931-4990 Fax 253 931-4707	West Auburn High School Attn: Registrar 401 W Main St Auburn, WA 98001