

## **TRANSCRIPT 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,  
Tina Werden, via one of these methods:

e-mail [twerden@auburn.wednet.edu](mailto:twerden@auburn.wednet.edu)

- (if you cannot send scans, then send pictures)

- fax to 253-931-4913

- mail to

- Auburn Online School
- Attention: Registrar
- 5701 Kersey Way SE
- Auburn WA 98092

3. Unofficial transcripts are free.
4. If you are unable to sign the form, send a copy 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 our bookkeeper **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, Tina Werden,  
via one of these methods:

- e-mail to [twerden@auburn.wednet.edu](mailto:twerden@auburn.wednet.edu)
- (if you cannot send scans, then send pictures)

- fax to 253 931-4705 or

mail to

- Auburn Online School
- Attention: Registrar
- 5701 Kersey Way SE
- Auburn WA 98092

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

Payment questions can be answered by the Bookkeeper, Kerry Devine at 253-931-4715 or [kdevine@auburn.wednet.edu](mailto:kdevine@auburn.wednet.edu)

\*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) and proof of identification is required.**

**Official transcripts cannot be Emailed**