



How to request transcripts or duplicate diplomas

The Pupil Accounting Department can provide you an official copy of your high school transcript or a duplicate diploma. The diploma is not an exact copy of the original in that it does not have the school name or the same signatures as on your original diploma. It is a nice document, printed on parchment stock and includes a gold seal.

Transcripts and diplomas are \$2.00 each. Payment may be made by cash, check, or money order. Checks should be made payable to USD 259. **Payment must be received before the transcript copy can be released.**

Include in your request your current name, address and telephone number in case we need to contact you about your request. If you would like your transcript and/or diploma sent to a different address, please include that as well.

To help us locate your record, please provide the following information:

Name as used in school

SSN (optional)

Date of birth

Last school attended

Last calendar year attended

Graduated (yes or no)

Send your request to

Pupil Accounting Department
201 N Water
Wichita KS 67202-1292.

Requests are normally processed within 24 hours. **All transcripts and diplomas are sent U.S. Mail. We do not fax records.**

