

Juanita High School  
**Transcript Request – Current Students**

Name: \_\_\_\_\_ Grad Year: \_\_\_\_\_

→ **University of Washington** does not require an official transcript. You will need an unofficial copy to complete the academic history portion of your application.

→ **Washington State University** accepts online transcripts – see below.

- Official Transcript (number requested \_\_\_\_\_)
- Applying to **Washington State University** – upload my official transcript online
- Unofficial Transcript
- Email a PDF of my transcript to me @ \_\_\_\_\_

*Please allow 2-3 school days for processing. We DO NOT mail transcripts. Transcripts will be sealed in an official envelope that is intended to be placed inside a larger envelope for mailing. An email notice will be sent to your school account when your transcripts are ready.*

**Common Application/Online Request** – Your transcript is automatically sent when your counselor submits their portion of the Common Application. 2 weeks’ notice is required – please submit College Letter of Recommendation Questionnaire to your counselor.

Counselors:

Stefa Chow (A-CI)	<a href="mailto:stchow@lwsd.org">stchow@lwsd.org</a>
Annie Zhou (Co-Jo)	<a href="mailto:azhou@lwsd.org">azhou@lwsd.org</a>
Michelle Bainter (Ju-N)	<a href="mailto:mbainter@lwsd.org">mbainter@lwsd.org</a>
Christina Hunsberger (O-Su)	<a href="mailto:chunsberger@lwsd.org">chunsberger@lwsd.org</a>
Inés Bergman (Sv-Z)	<a href="mailto:ibergman@lwsd.org">ibergman@lwsd.org</a>

Students must request ACT and SAT scores directly from ACT ([www.act.org](http://www.act.org)) or the College Board ([www.collegeboard.com](http://www.collegeboard.com))

School Code: 480-543  
Juanita High School  
10601 NE 132<sup>nd</sup> Street  
Kirkland, WA 98034

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For counseling use:

Received: \_\_\_\_\_ Completed: \_\_\_\_\_ Picked up: \_\_\_\_\_