

Waunakee Community High School Counseling Office

301 Community Drive
Waunakee, WI 53597

Phone: (608) 849-2115

ALUMNI TRANSCRIPT REQUEST

A request for a transcript(s) **MUST** be in writing.
You may mail or drop off the request at
Waunakee Community High School, 301 Community Drive, Waunakee, WI 53597.
ATTENTION: Counseling Office.

The FEE for each transcript is \$3.00.
Payment must be exact cash/change or check.
(Sorry, no credit or debit cards will be accepted.)

Include the following information:

Full Name (Maiden) _____
(PLEASE PRINT CLEARLY)

Year Graduated/Year(s) Attended _____ / _____

Telephone Numbers: Home _____ Cell _____

Date of Birth _____

Full name and address of where to send transcript(s):

Signature _____

Please allow 5-7 days to process your request.