

HOW TO REQUEST AN OFFICIAL TRANSCRIPT

eMail the request to: lmalow@hoquiam.net

On the request include the following:

On the email to LMarlow, the subject line should be: **Request for Official Transcript**

YOUR NAME - While attending Hoquiam High School

YEAR - The year you graduated or last year attended

Date of Birth

What you would like done with the transcript:

FAX - to you or another facility - Include the number

eMail - To you, or another facility - include the address

Mailing Address: To you, or another facility - include the complete mailing address