



Summer Transcripts

Principals will go to school one day a week to process transcripts.

When Transcript is to be Sent to a School or Business

Fax, mail, or email the principal the following information:

- Written request for transcript
- Written request needs to include full name, name at time of graduation, date of birth, graduation year (or years attended), school attended
- Address, fax number, or email address of school or business where transcript needs to be sent
- Copy of photo identification
- Person requesting transcript needs to provide telephone number and email to principal.

When Transcript is to be Sent Directly to Person Requesting Transcript

Fax, mail, or email the principal the following information:

- Written request for transcript
- Written request needs to include full name, name at time of graduation, date of birth, graduation year (or years attended), school attended
- Address, fax number, or email address of where transcript needs to be sent
- Copy of photo identification
- Person requesting transcript needs to provide telephone number and email to principal.

Westside High School

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Clear Fork, WV 24822

rlthomas@k12.wv.us

Phone: 304-732-6262, ext. 5801

Fax: 304-682-6273

Wyoming East High School

Mallory L. Green, Principal
PO Box 390
New Richmond, WV 24867

mlgreen@k12.wv.us

Phone: 304-294-5200, ext. 5701

Fax: 304-294-5400