

High School Transcript Request

Please email or call: Alicia Jones

ajones@usd289.org

785-883-2057 x 3111 please leave a voicemail and it will email me you called.

Information to provide to us for a transcript:

Name and Graduated year

Email address or phone to reach you

Where you would like your transcript sent.

We can either-fax, email or mail your transcript. Just let us know what your wishes are.

During the summer, requests are processed in one to two business days.

During the school year, we send them out Monday-Friday.

If you are requesting a copy of you diploma, USD 289 doesn't have any diploma's on file. You would need to contact Jostens. The cost is around \$45. You can call them at 785-838-4621 or go to <http://www.jostens.com/>