

# Transcript Request Form

Kelly Walsh High School  
3500 East 12<sup>th</sup>; Casper, WY 82609

From: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year Graduated (or should have graduated): \_\_\_\_\_

Name I attended school under (if different): \_\_\_\_\_

**Please send copy(ies) of my high school transcript to the following address:**

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and ZIP: \_\_\_\_\_

Please list additional requests on the back of this sheet or on another page.

**Kelly Walsh maintains the most current 5 years of transcripts.** There is no charge at this time for a transcript. Kelly Walsh Counseling Office phone: (307) 253-2190.

**Five years old and back to 2000** transcripts are maintained at the NCSD #1 main office. There is no charge for a transcript from NCSD.

NCSD address:

NCSD #1 Central Services Facility  
Office of Student Support  
970 North Glenn Road  
Casper, WY 82604  
NCSD phone: (307) 577-0250

**Transcripts older than 2000** are maintained at the Wyoming State Archives.

There is a \$4.00 charge per transcript from the Wyoming State Archive.

A copy of your driver's license must be attached to this request.

Wyoming State Archives address: Wyoming State Archives

Museum and Historical Department

Barrett Office Building

Cheyenne, WY 82001

Wyoming State Archives phone: (307) 777-7018

Under penalty of perjury, I swear I am the person listed above (and I am 18 or older) OR  
I am the legal parent of the person listed above if that person is 17 or under.

Signed: \_\_\_\_\_