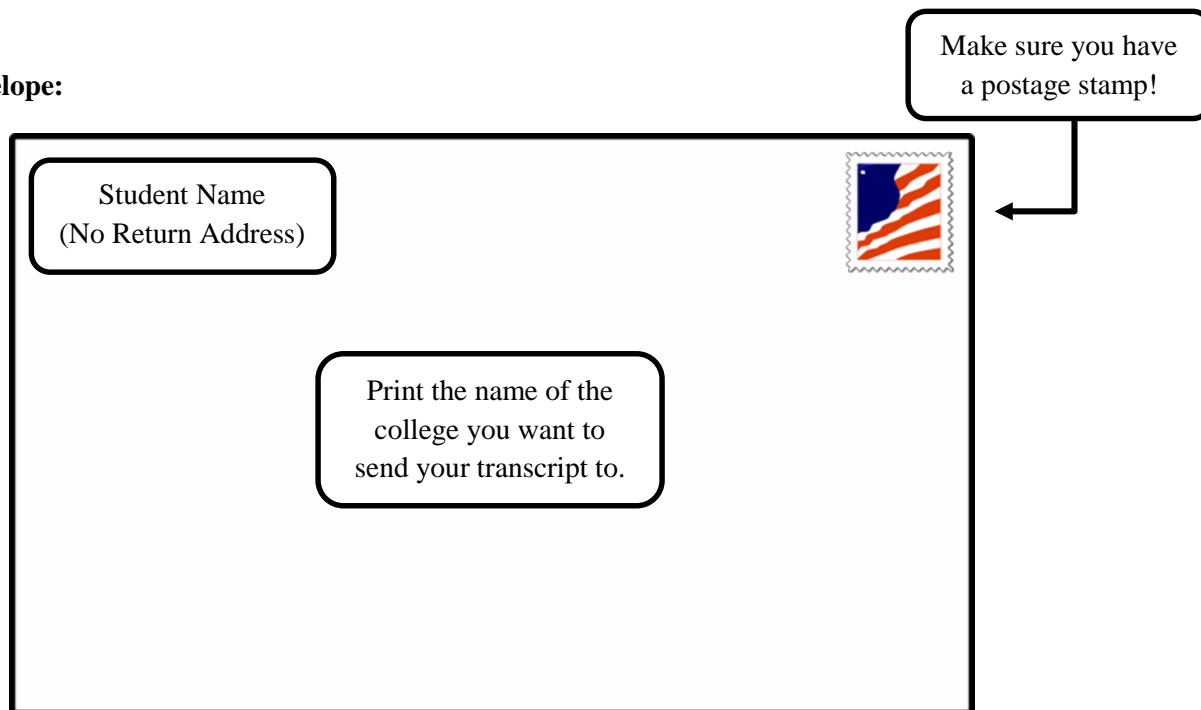


Appleton East High School Transcript Request Process

To receive an official or unofficial transcript from Appleton East High School please complete the following steps:

- 1.) Complete the Appleton East HS Transcript Request form:
 - a. Available in the office or online via: http://east.aasd.k12.wi.us/counseling/transcript_requests
- 2.) Bring a stamped envelope with your name in the upper left corner and the name and address of the college/university you are submitting your transcript to (please see image below).
- 3.) Bring both the completed form and stamped, addressed envelope and we will process your transcripts in 3-5 business days depending on volume of college applications processed in the East Guidance Office.

Example Envelope:



Note: If the school is out of state, please neatly print the entire admissions address onto the envelope. In state schools we will put a label over the writing for the specific admissions office.

Students that graduated more than 5 years ago may request a transcript (\$3.00 fee per transcript) from the Attendance and Transportation Department at 920 832-6116 or write to: Facilities and Operations Building, Attention: Attendance and Transportation, 531 N. Morrison St., P.O. Box 2019, Appleton, WI 54911



Student Check List

- Completed Request Form
- Addressed Envelope
- Postage?

MID-YEAR AND FINAL TRANSCRIPTS: Mid-year and final transcripts are not automatically sent. Stop into the Guidance Office and complete the necessary form to have your transcript sent.