



Washburn Institute of Technology  
 (formerly Kaw Area Technical School)  
 Transcript Services: 785-670-3356  
 Fax number: 785-670-3495  
 Cashier Number: 785-670-3363

## Transcript Request Form

### Student Information:

Full Name	Any other name(s) on record
Street Address	Student I.D. Number (WIN) or last 4 of social
City                              State      Zip	(    )                              _____ Phone Number                              Date of birth

### Program Information:

Program Attended	Year Attended	<input type="checkbox"/> Send transcript now, do not hold  <input type="checkbox"/> Hold for grades: Fall      Spring      Summer
<input type="checkbox"/> OPTIONAL: Send Accuplacer Scores – list institute/send to information below.		

### Transcript Release Information:

<input type="checkbox"/> Official copy (must be mailed and fee paid)	<input type="checkbox"/> Official copy (must be mailed and fee paid)
<input type="checkbox"/> Unofficial copy (may be sent via fax or mail)	<input type="checkbox"/> Unofficial copy (may be sent via fax or mail)
Institution/Person	Institution/Person
Street Address	Street Address
City                              State      Zip	City                              State      Zip
Fax number (unofficial copies only)	Fax number (unofficial copies only)

### Processing Information:

**There is an \$8 fee for each official transcript request.**

- Please note that by signing below, you are authorizing us to provide the person or institution named above with your school transcript, which will include portions of personally identifiable information.
- All financial obligations must be met before transcripts may be released.
- Faxed copies of transcripts are generally not considered official documents. Please check first with the receiving institution to determine their policy.
- Payments may be made by cash, check, money order, or credit card upon completion and submission of this form.
- **Please contact the Washburn Tech Cashier to make payments at 785.670.3363.**
- Please allow at least 2 business days for processing except during peak processing times, such as the beginning or end of a semester, at which time 7-10 business days will be needed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu)

**For Office Use Only:** Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_