

Transcript Request Form

Once an individual attains 18 years of age, that person's parents may no longer request a transcript.
The student over 18 years of age must request this information directly from KFCS.

To request records for graduating years 2000 and newer, please contact
Marie Chinander, Database Mgr KFCS
1440 Avalon St
Klamath Falls, OR 97603
Telephone 541-883-4756 ext. 2
Fax 541-885-4279
ChinanderM@kfalls.k12.or.us

Date: Official
Name: Unofficial
(Maiden name if applicable)

Address:
City, State and Zip code:
Phone:

Graduation Year:
Date of Birth:

Please enclose a copy of your picture identification

Cost: \$3.00 per transcript

Signature _____

Please send a copy of my high school transcript to:
The above address, OR the college listed below:

College name:
Address
City, State and Zip Code

My signature authorizes Klamath Falls City Schools to release my transcript to the above named
College/University.