



# Knoxville Community School District



## High School

1811 W. Madison Street  
Knoxville, Iowa 50138

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## Transcript Request

Date of request:

Student's full name:

Maiden name if applicable:

Year graduated from Knoxville High School (Knoxville, Iowa):

Date of birth (mm/dd/yyyy):

Daytime Phone number:

**Please note:** 'Official' transcripts often need to be sent directly to the school needing this information. Transcripts for jobs can be mailed/faxed to student or employer as they are considered 'unofficial' copies.

**Send transcript to:** (include name of school for official transcript or person/employer for unofficial transcript, mailing address, fax number information if applicable, and special instructions.)

Send requests to:

### **Graduation Years 2007-present:**

Complete and email to [rachelle.ruepke@kcsd.k12.ia.us](mailto:rachelle.ruepke@kcsd.k12.ia.us) with "Transcript Request" as the subject. OR print and fax to 641-842-2066 OR print and mail to:

Knoxville High School  
Transcript Request  
1811 W Madison  
Knoxville, IA 50138

### **Graduation Years 2006 and prior:**

Complete and email to [lisa.willis@kcsd.k12.ia.us](mailto:lisa.willis@kcsd.k12.ia.us) with "Transcript Request" as the subject." OR print and fax to 641-842-2109 OR print and mail to:

Knoxville Community School District  
Transcript Request  
309 W Main St.  
Knoxville, IA 50138