



Transcripts

To get a transcript during the regular school term, contact the appropriate high school either by phone, fax, email, or in person.

To get a transcript during the summer, contact the Principal of the appropriate high school using contact information at the bottom of this page. Principals will go to the school one day a week to process transcripts.

When Transcript is to be Sent to a School or Business

Fax, mail, or email the school (Principal during summer) the following information:

- Written request for transcript
- Written request needs to include full name, date of birth, graduation year (or years attended), school attended
- Address, fax number, or email address of school or business where transcript needs to be sent
- Copy of photo identification
- Person requesting transcript needs to provide telephone number and email to principal.

When Transcript is to be Sent Directly to Person Requesting Transcript

Fax, mail, or email the school (Principal during the summer) the following information:

- Written request for transcript
- Written request needs to include full name, date of birth, graduation year (or years attended), school attended
- Address, fax number, or email address of where transcript needs to be sent
- Copy of photo identification
- Person requesting transcript needs to provide telephone number and email to principal.

Westside High School

Keith A. Stewart, Principal
HC 65, Box 275
Clear Fork, WV 24822

kastewar@k12.wv.us

Phone: 304-682-8965, ext. 5801

Fax: 304-682-6273

Wyoming East High School

Amanda E. Hylton, Principal
PO Box 390
New Richmond, WV 24867

ahylton@k12.wv.us

Phone: 304-294-5200, ext. 5701

Fax: 304-294-5400