



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KAPAA HIGH SCHOOL
4695 MAILIHUNA ROAD
KAPAA, KAUAI, HAWAII 96746
PHONE: (808) 821-4400
FAX: (808) 821-4420

KAPAA HIGH SCHOOL TRANSCRIPT REQUEST

A. Transcript Request: We will need the following information

1. First Name, Middle Initial, Last Name used while attending Kapaa High School.
2. Date of birth.
3. Year of graduation or year last attended
4. Address where transcript will be sent:

a. The transcript will be marked “UNOFFICIAL” if we mail the transcript to you.

b. The transcript will be embossed and signed “OFFICIAL” if we mail the transcript to a school or personnel department of a business.

5. \$1.00 for each transcript, Checks can be made out to Kapaa High School.

B. Sending your request to Kapaa High School

1. Please fax your request with the required information as shown above to Kapaa High School Registrar’s Office
Fax # 808-821-4420 ATTN: Kapaa High School Registrar
2. If mailing, please mail your request with the required information as shown above to:
Kapaa High School
ATTN: Registrar’s Office
4695 Mailihuna Rd.
Kapaa, HI 96746