



# Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction  
Hathaway Building, 2<sup>nd</sup> Floor, 2300 Capitol Avenue  
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: [edu.wyoming.gov](http://edu.wyoming.gov)

---

## MEMORANDUM NO. 2011-026

**TO:** School District Superintendents  
School Registrars

**FROM:** Samantha Mills, Records Manager   
Federal Programs Division

**DATE:** February 25, 2011

**SUBJECT:** State Archive Changes to Transcript Requests

---

### INFORMATION TO SHARE

To request a copy of a high school transcript from the Wyoming State Archives, a student must submit a written authorization and a copy of his/her driver's license. There is a \$4.00 fee for each copy. The authorization should include the following information:

Name of school attended  
Your name at the time you attended the school  
Your name now, if it has changed  
Date of graduation or last attendance  
Date of birth  
Your current address  
Address to which the transcript should be sent  
Your phone number

The request **must** be signed. There are two options for sending the request to the Archives:

- Fax the request and license to 307-777-7044.
- Mail the request and copy of license to Wyoming State Archives, Barrett Building, 2301 Central Avenue, Cheyenne, Wyoming, 82002.

Checks and money orders should be made out to the Wyoming State Archives. If you would like to use a Visa or MasterCard number to pay the copy cost, you may either include the card number and expiration date on your request, or call the number below.

Transcripts are usually sent out within 48 hours of receiving the written authorization and payment. If you have questions, please call 307-777-7826 or send an e-mail message to [wvarchive@state.wy.us](mailto:wvarchive@state.wy.us).