



## KS Maui High School Transcript Request Process

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### Information for Current Students

If you need a copy of your high school transcript for summer programs, college applications or scholarships, please submit transcript request in **Naviance**. The transcript request is located in the Colleges tab. Transcript requests will be processed within seven (7) business days. Requests should be submitted well in advance of your deadlines.

[Request a UH Maui College Official Transcript](#) for dual credit course work.

### Information for Class of 2015-2018 Graduates

Please go to: <https://connection.naviance.com/maui> to submit your transcript request in Naviance Family Connection. Start by clicking on 'forgot your password'. You must type in your Kamehameha Schools email address: *first.last* @imua.ksbe.edu. An email will be sent to your KS email account with instructions on how to access Naviance Family Connection. If you do not remember your password, you will need to reset your password.

Login to your KS email account: <https://login.microsoftonline.com/> If you forgot your password and require assistance, please send an email to [datakaha@ksbe.edu](mailto:datakaha@ksbe.edu).

### Information for Class of 2006-2014 Graduates and Former KS Maui Students

Please download and complete the transcript request form below. There is no charge. Transcript requests will be processed within 7-10 business days. Requests should be submitted well in advance of your deadlines. Last minute requests cannot be guaranteed.

Transcript Request form located at [www.ksbe.edu/maui/forms](http://www.ksbe.edu/maui/forms), under Students heading. (*This is NOT for Current students* )

The completed transcript request form may be returned in one of three ways:

**MAIL:** Kamehameha Schools Maui

Attn: Student Records Coordinator

270 'A'apueo Pkwy

Pukalani, HI 96768

**FAX:** 808-572-3225, Attn: Student Records Coordinator

**SCAN/EMAIL** your completed form to: [elnoviko@ksbe.edu](mailto:elnoviko@ksbe.edu)

**\*Policy note:** If you are under 18 years old, a parent or guardian's signature is required. If you are 18 or older, your parent or guardian *may not* request your high school transcript without your signature.