

TRANSCRIPT REQUEST AND RELEASE FORM
Please read the instructions before completing this form.

Please fill out a new form for each transcript requested.

- A. Materials included with this request: In general, it is best if all applications materials are sent to the institution together, directly from LHS. Please place all materials in a large envelope or folder, checking off each item included. I will copy all materials before sending them to the address given.
- B. Teacher Recommendations. It is student's responsibility to request recommendations from teachers. Supply all necessary forms and ask well in advance of the deadline. If you would like to use a recommendation previously written, ask the teacher for permission to do so.

Student Name _____

Program/University Deadline _____

Program/University Name and Address

Materials included by the student with this request:

- | | |
|--|---|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Teacher Recommendation |
| <input type="checkbox"/> Application Fee (Do not enclose cash) | <input type="checkbox"/> Resume of Activities |
| <input type="checkbox"/> Essay(s) | |

Counselor Statement

- I request that my counselor submit a descriptive statement in support of my application to the above named institution (or agency). I understand that this statement is confidential, and I hereby waive any rights I may have to review its contents.

Transcript Request

I request that LHS mail to the institution or agency named above a copy of my official transcript including courses and grades earned, and cumulative GPA.

(Student's Signature)

(Parent's or Guardian's Signature)

In order to release school records, we must have the consent of the student and the legal guardian if the student is less than 18 years old.

OFFICE USE ONLY

Date Received: _____ **Date Sent:** _____ **Number:** _____