

# LUTHERAN HIGH SCHOOL OF SAN ANTONIO

## ALUMNI AND FORMER STUDENT TRANSCRIPT REQUEST AND RELEASE

### Information and Instructions

Please fill out a separate form for each transcript requested.

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

Transcript requests are normally processed within five (5) working days of receipt. Therefore, if you would like to pick up your transcript, please check with the school office (694-4962) to ensure it is ready. The school office is open 7:30 am to 4:00 pm, Monday through Friday, excluding holidays.

Mail requests to:

or email to:

Lutheran High School of San Antonio  
Attn: Student Records  
18104 Babcock Road  
San Antonio TX 78255

info@lhssa.org

There is a five dollar (\$5.00) charge for each transcript requested. **This fee must be paid at the time of the request.** (cash, check, money order or credit card) To pay online, click 'Support LHS' tab on the home page, then 'Donate Now'. In the Payment section choose 'other' then fill in amount and indicate Alumni Transcript for description. Follow the rest of the instructions to complete transaction. (Small service charge may apply for credit card payments.)

### Request and Release

#### Basic Information

Student Name \_\_\_\_\_

Year Graduated /Last Year Attended \_\_\_\_\_

Date of Request \_\_\_\_\_

#### Deadline Information

(Supply only those dates that apply)

Requested Pick-Up Date \_\_\_\_\_

Must be postmarked by \_\_\_\_\_

Must be received by \_\_\_\_\_

#### Release Authorization

\_\_\_\_\_  
(Signature of Alumnus/Former Student - Required in ALL cases)

\_\_\_\_\_  
(Parent/Guardian's Signature if requestor is under 18 years old)

#### Your Instructions to LHS

Please include standardized test scores

I will pick up my transcript at LHS

The following person may pick up my transcript at LHS:

\_\_\_\_\_

Please send my transcript to the following institution  
(name & address of institution required):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send my transcript to the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### OFFICE USE ONLY

Date received \_\_\_\_\_ Date Sent \_\_\_\_\_ Fee received \_\_\_\_\_

Processed by: \_\_\_\_\_