

**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:** The most current copy of the student's transcripts will be sent along with a school profile. Usually all applications, essays, and résumé of activities are sent by the student (most of them electronically). However, if you need to have any of those items sent in by the counselor, please include them along with this request.
- B. Teacher Recommendations:** It is the student's responsibility to request recommendations from teachers. Please give the teachers at least two weeks notice to allow for a thoughtful and accurate recommendation. Usually a student will supply the recommender with an addressed, stamped envelope to mail their letter. However, the counselor will be happy to include the letter with the transcript. Please indicate below if there a letter of recommendation that the counselor needs to get from a teacher before sending the transcript.

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

**Program/University Deadline** \_\_\_\_\_

**Program/University Name and Address**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Letter of Recommendation to be included:**

Teacher: \_\_\_\_\_

Teacher: \_\_\_\_\_

Teacher or other adult: \_\_\_\_\_

**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: \_\_\_\_\_

(Rev. 1/13/2016)