LUTHERAN HIGH SCHOOL OF SAN ANTONIO
UNOFFICIAL TRANSCRIPT REQUEST

- In order to release school records, we must have the written consent of the student's parent/legal guardian.
- Requests for transcripts will be filled within 3 working days.
- Request may be mailed, faxed or emailed.

Student Name _____

Date of Request _____ Transcript Needed By (date) _____

School Name and Address _____

_____

_____

Check One: _____ Mail Directly to School _____ Parent will Pick Up _____ Student will Pick Up

_____
Parent/Guardian Signature

OFFICE USE ONLY

Date Received _____ Date Sent/Picked Up: _____

Phone: (210) 694-4962 18104 Babcock Road San Antonio TX 78255 FAX: (210) 694-9150

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