



Lodi High School – Registrar's Office

3 S. Pacific Ave., Lodi CA. 95242

Telephone (209) 331-7700 Fax (209) 331-7686

Official Transcript Request Form

This form is for former students, more than one (1) year out of school.

There is no charge for students within one year of graduation

Official Transcripts \$5.00, cash only, / Unofficial Transcripts—No Charge

Official Transcripts are signed, stamped and sealed / Unofficial Transcripts are a copy only, unsigned, unsealed.

Privacy laws prohibit release of records to outside parties without a signed release form,

****Outside Agencies: Please fax a release of records request with this form .**

To Obtain Official Transcripts:

Option 1: Visit Lodi High Registrar's office in person **with \$5.00 (cash only) payment and order form**

OR: Option 2: Mail transcript request form with \$5.00 (cash) to :

Lodi High School, Attn: Registrar, 3 S. Pacific Ave., Lodi, CA. 95242

To Obtain Unofficial Transcripts:

Unofficial records may be faxed, emailed, mailed or picked up in person, using this order form free of charge

Contact via any method above @ LHS Registrar's Office - 7:30 a.m. and 3:15 p.m. during business days

Email: lbryant@lodiUSD.net

Fax : (209) 331-7686

Phone (209) 331-7700

Student Name: _____ Maiden Name: _____

Date of Birth: _____ Phone: _____ Email: _____

Graduation Year or Last Year Attended: _____ **Signed:** _____

If authorizing a person other than self to pick up, list name here: _____

Send Transcript to: Name, School or Business: _____

Address: _____

City: _____

State, Zip: _____

Email: _____

Fax: _____