

Lee County High School
Guidance Department
1 Trojan Way
Leesburg, GA 31763
229-902-2265
229-903-3982 (fax)

Academic Transcript Request Form

Full Legal Name : _____

Any other names at time of enrollment at LCHS : _____

Date of Birth: ____/____/____ Social Security Number : xxx-xx-_____

Graduation Date or Last Date Attended LCHS : ____/____/____

Current Mailing Address: _____

City : _____ State: _____ Zip Code: _____

Telephone (Home): _____ (Cell): _____ (Work): _____

Student's Signature (Transcript will not be released without signature) Date Signed

Pick up Transcript: _____ Call / email : _____

Mail Transcript to: Mail Transcript to:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
# of Copies : _____ (\$10 per transcript)	# of Copies: _____ (\$10 per transcript)

- Transcript fee is \$10.00 per transcript and must be paid in cash or money order
- All financial obligations (fees/holds) must be satisfied before transcript is released
- Transcripts will be available for pick up or mailed out within 3 business days of request
- During peak request times, please allow up to 7 days for requests to be fulfilled
- You can access the Parchment escript site (parchment.com) to request a transcript. You can pay online and provide the address where to send the transcript - just follow the directions.