



# LOS ALAMOS HIGH SCHOOL TRANSCRIPT REQUEST

**\*\*\*\*Do NOT use this form to request a transcript for Dual Credit Applications.\*\*\*\***  
*You must provide your Dual Credit Application to the Registrar for this type of request.*

- Each transcript (official) is \$3 payable by cash or check to **LAPS (Los Alamos Public Schools)**. **Scholarships and Dual Credit are free.**
- Official transcripts are mailed in a sealed envelope to the institution.
- Unofficial transcripts can be collected in person, emailed, or faxed.
- Complete a separate request for EACH institution.

Please **PRINT** the following information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Student Number or Birth date: \_\_\_\_\_

I hereby give my permission for LAHS to release my transcript for educational purposes to the institution/scholarship listed below.

Signature: \_\_\_\_\_

Type of transcript:  Official  Unofficial      Send ACT/SAT/AP Scores:  Yes  No

Email or Hard copy:  Email  Hard Copy      LAHS will mail or you will pick-up:  Mail  Pick-Up

Reason for Request:  College Application  LANL Co-Op  Scholarship  Self-use  Other Use: \_\_\_\_\_

Email Address: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_

**Office Use Only:**      Date Received: \_\_\_\_\_      Date Processed: \_\_\_\_\_

When complete, please mail form along with \$3.00 cash, check or money order (payable to **Los Alamos Public Schools**) to:

Registrar – Transcript Request  
Los Alamos High School  
1300 Diamond Dr  
Los Alamos, NM 87544

*You may also turn in the completed form and fee in person to the Registrar at the address listed above between the hours of 8am and 3:30pm, Monday – Friday.*