TRANSCRIPT REQUEST INFORMATION
(FORMER STUDENT)
Lancaster City Schools

Please complete the form below, including your own signature – parents may not sign for their child. Electronic Signatures are not accepted.

There is a $2.00 fee for each copy of your transcript. Payment must be made prior to the issuance of the transcript. Payment may be made by cash, check, money order, or for an additional $1.00 fee, credit card. Credit card payment of $3.00 may be made by calling the High School Financial Office at 740-681-7540.

Transcripts are not processed the day that they are requested. Please allow 3-5 working days for processing.

How to request your transcript:

1. ***In Person*** at the Guidance Office at Lancaster High School (7:00 am – 3:00 pm) – 740-681-7511. During the Summer Break, please go to the Main Office – 740-681-7500.
2. ***By Mail*** – send the form below and the $2.00 processing fee to:
   Lancaster High School
   Attn: Office Assistant, EMIS
   1312 Granville Pike
   Lancaster, OH 43130-1098
3. ***By Fax*** – 740-681-7537 (Note: ***The $2.00 fee must be paid prior to processing***.)

Upon receipt of your signed request and the $2.00 per transcript fee, your request will be processed.

Lancaster High School
1312 Granville Pike
Lancaster, OH, 43130-1098

Phone: 740-681-7511
Fax: 740-681-7537

Present Date: _____/_____/_____

$2 Fee Paid: ☐ Cash ☐ Check # _____ ☐ Credit Card (+$1)

REQUEST FOR TRANSCRIPT FOR FORMER STUDENTS

Name while attending LHS: _____
Last (Maiden) First Middle

Present Address: _____
Street/Apt. # City State ZIP Code

Date of Birth: ____/____/_____ Telephone: ____-____-_____ Graduation/Withdrawal Year: _____

☐ ***I hereby authorize Lancaster High School to send a copy of my transcript and/or school records to:***

Location: _____

Attention: _____

Street: _____

City, State, ZIP Code: _____

Fax number, if applicable: ____-____-_____ (Please verify that your College/University will accept faxed transcripts as "official.")

☐ ***I will pick up my transcript at LHS.*** (You will receive a call, at the telephone number you list above, when transcript is completed.)

Former Student Signature: _____ **Please allow 3-5 working days to process.**