

Request for Transcripts

Transcripts are not issued until all records are clear at the school. Student records are confidential and transcripts are issued only at written request of the student/parent. Official transcripts are mailed to institutions ONLY. Students may request an unofficial copy for their records.

Please allow 3-5 business days for processing from time of request. Turn in completed form to the Help Desk.

Please Print

Last Name	First	Middle Initial
-----------	-------	----------------

Phone	Grade	Graduation Year
-------	-------	-----------------

Due to enactment of a new Federal Law define, "Family Education Rights and Privacy Act", effective November 20, 1974 it will be impossible to forward any records of grades, rank, test scores, etc., to any other high school, college or university without signed permission from parents of a student under 18 years of age or from the student himself if he/she is 18 years of age or older. While students are currently enrolled at Life School, we will always require a signature of both the parent and student.

Therefore, I release the records of _____ to be sent to all identified institutions as listed below.

Please fill in below. (Please fill out College Admissions Office address **NOT** campus address.)

Official/Copy	Mail/Pick Up	Institution:	Admissions Address:
Official/Copy	Mail/Pick Up	Institution:	Admissions Address:
Official/Copy	Mail/Pick Up	Institution:	Admissions Address:
Official/Copy	Mail/Pick Up	Institution:	Admissions Address:
Official/Copy	Mail/Pick Up	Institution:	Admissions Address:

Student Signature

Parent/Guardian Signature

Date

OFFICE USE ONLY

Processed by: _____

Date: _____