

**Lutheran High School Parker**  
**Transcript Request Form**

Date Received \_\_\_\_\_

Date Sent \_\_\_\_\_

**Allow one week for processing. Lack of planning on your part, does not make it an emergency for the registrar. Transcripts needed on short notice will be charged \$5 each.**

**DIRECTIONS:** Please print and complete the form. LHSP students and first-year alumni are processed free. All others send \$5 check or credit card charge for \$7 for each transcript.

1. Student Name: \_\_\_\_\_  
(Last) (First) (MI)

OR

2. Alumni Name: \_\_\_\_\_  
(Last) (First) (MI or Maiden Name)

Alumni address: \_\_\_\_\_

Alumni graduation year: \_\_\_\_\_ Soc.Sec.: \_\_\_\_\_

3. Name of School(s) or Organization(s) Receiving Transcript:(one per line; check why)  
(You may write more on the back of this form.) admission scholarship

_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Check one:

a. \_\_\_\_\_ Please mail the transcript before \_\_\_\_\_  
(month, day, year)

b. \_\_\_\_\_ Please give the transcript to the student above in a sealed envelope.

5. "I realize that it is my responsibility to have completed all forms accurately and punctually. I also realize that if I have omitted something or incorrectly marked a form that the transcript process will be delayed."

\_\_\_\_\_ (student signature)

\_\_\_\_\_ (date request handed in)

6. Student checklist:

- \_\_\_\_\_ included large enough envelope and affixed sufficient postage
- \_\_\_\_\_ addressed the envelope correctly, both addressee and return addresses
- \_\_\_\_\_ enclosed all required papers, signed and completed, and any fee