



Lake High School

Transcript Request Form

Today's Date: _____

Graduation Year: _____

Student Name: _____

Date of Birth: _____

(Alumni put name used while in school)

Person Making Request: _____

Phone Number: _____

- Transcript Only
 For College Application Process
 Scholarship
 Employment
 Other

Transcript For: _____

(Name & address of school, college, scholarship, employer, etc.)

Required:

College Deadline Date: _____ Number of Copies: _____

- Post Marked Date
 Received by Date

This college uses the following on-line submission services:

- Common App
 SENDEdu
 Other: _____

With transcript, please send:

- Teacher Recommendation Letters (list teacher's names):

Allow 2 School Weeks

- Teacher Evaluation Form (student **MUST** provide to Teachers)

Allow 3 School Days

- Counselor/Secondary School Report (student **MUST** provide to Counselor)

Allow 3 School Days

- Counselor Recommendation Letter (student **MUST** complete BRAG SHEET)

Allow 2 School Weeks

- School Profile

Allow 2 School Days

- Midyear Report

Allow 10 School Days from End of 1st Semester

- End of Year Report

Allow 10 Working Days from End of School Year

- Other: _____

Time Frame Varies

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

(if student under 18 & no release on file)

(Counselor)

Lake to Mail

Lake to Submit On-line

Student Will Pick-up Transcript

Student Will Pick-up Transcript in a SEALED Envelope