

Lewis-Palmer High School Transcript Request for Past Graduates

Please use this form to request an official transcript. The processing fee is \$5.00 per transcript. Allow up to 2 weeks for processing. Requests will not be processed until payment is received.

We require the student's signature authorizing the processing of any transcript request. We will not send transcripts requested by a third party without a signature authorization from the student.

Student's full name at time of graduation: _____
(Please print: First, Middle, Last)

Date of Birth: _____ Graduation Year: _____

Current phone number _____ (please include in case of questions)

Current Email Address _____

Student's Signature: _____

Number of copies needed: _____ \$5.00 per copy = _____

Please send this form along with a check or money order payable to LPHS:

**Lewis-Palmer High School
Registrar
1300 Higby Road
Monument, CO 80132**

**Fax Number: (719) 488-4722
Email: SMcdermott@lewispalmer.org
(719) 488-6184**

Address(es) to mail transcript(s) to:

LEWIS-PALMER



HIGH SCHOOL

Date Received _____

Paid/Check No. _____

Mailed/Faxed/Pick Up/Email _____