

# 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: DKlein@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 \_\_\_\_\_