

TRANSCRIPT REQUEST

Transcripts for current or former students will be provided upon receipt of a written request, with the proper signature (***required by Federal law***). Request may be made either in person or by mail or fax (email and telephone requests cannot be honored). For your convenience, the *Transcript Request* form provided here may be completed, printed, and signed, then mailed or faxed. (If you cannot download the form, you may send your own written request with the required information listed below.) Request forms are also available in the counseling center.

Please note: *Transcripts will not be issued for former students who still have a financial obligation.* The request and payment will be returned, with a letter explaining the problem and stating that, once the account is cleared, the *transcript request must be resubmitted.*

Transcript requests are processed in the order in which they are received.

Current Students: [Click here to download form](#)

Former Students: [Click here to download form](#)

Include the following information on all transcript requests:

- Full name (include all names under which you may have been registered at LSHS, i.e., maiden name, married name, etc.). Name on transcript will be the same as the name on the official record.
- Social Security Number
- Date of Birth
- Year last attended (or current student)
- Current address and phone number (in case we need to reach you)
- Number of transcripts needed
- Name, specific office, and address where transcript is to be sent (complete mailing address required). If a transcript is to be sent to you and needs to be “official” for the purpose of submitting elsewhere, please request an “official” transcript. Do not open the envelope with the stamp over the seal when you receive it. Most institutions and employers will not accept a transcript issued to the student if it has been opened.
- Signature (required by Federal law) – *Transcript requests without proper signature will not be processed.*

Send transcript requests to:

Office of the Registrar, or FAX: 816/986-2094
Attn: Transcript Request
Lee’s Summit High School
400 SE Blue Parkway
Lee’s Summit, MO 64063