

Alumni

Lutheran High School Transcript Request Form Office Use Only

Date Received:

Date Sent:

<u>Allow 7-10 business days for processing</u>. Lack of planning on your part, does not make it an emergency for the registrar. Transcripts needed on short notice will be charged \$7 each. Please email all requests to jillian.lietzau@lhsparker.org</u>

**DIRECTIONS:** Please *neatly* print all information. Complete the form and turn it in to the Registrar.

1. Alumni Name: \_\_\_\_\_

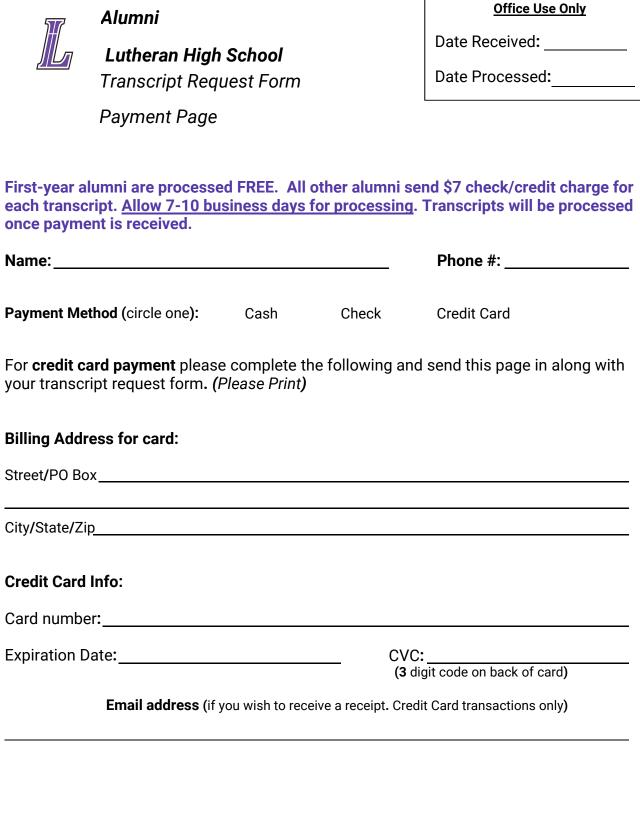
(Las	st)	(First)		(Maiden Name)
Alumni ado	dress:			
Phone:	Phone: Graduation year:			
Campus (circle or	ne <b>):</b> Denver	Parker	North	
First-year alumni are processed FREE. All other alumni send \$7 check/credit charge for each transcript.				
2. Name of School(s) or Include: complet (You may <u>write m</u> School Name Mailing Address	e address, City ore addresses	y, State, Zip on the bac	<b>k</b> of this for	m.)
(or email)				

Check here if there are more addresses on the back

3. "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)



Signature: \_\_\_\_\_