

Requesting a Transcript

Current LRHS Students

1. Obtain a Transcript Release form from the Student Services office or you can download the form from the LRHS homepage.
2. If you are under 18, your parents must sign the form. If you are 18, you can sign the form.
3. Complete all sections of the form, including the address where the transcript needs to be sent and turn it in to the Student Services office.
4. You must allow 5-7 school days for the transcript to be sent.
5. The first three transcripts are free, and then there is a \$3 charge for each sent transcript. However, there is no charge for the following transcripts to be sent:
 - Mid-year senior year transcript
 - Final transcript after graduation to the college or university you will attend
 - Transcripts for any scholarship or award that is requested by the LRHS Scholarship Committee
6. In order for a transcript to be official it must be mailed directly from the school.
7. Official transcripts for students are available each year after the 20th school day.

Former LRHS Students

1. If you attended LRHS within the last 5 years, follow the directions listed above but take note of #2 below.
2. Parents or friends of former students cannot request for transcripts to be sent. However, if a former student has access to a fax machine and can fax permission with a signature to the Student Services office, a parent or friend can make the payment for the transcript to be sent. There is a \$3 fee for each transcript to be sent. Or, the former student will need to come in themselves and make the request in person or mail a completed and signed Transcript Release form, along with payment to the Student Services Office, attn: School Registrar.
3. If you attended LRHS more than 5 years ago, you must contact WCPSS Central Records at 919-850-1638.