



Lee's Summit High School
Tradition ♦ Pride ♦ Excellence
400 SE Blue Parkway ♦ Lee's Summit, Missouri 64063-4399
816-986-2000 ♦ FAX 816-986-2095 ♦ lshs.lsr7.org ♦ @LeesSummitHS

CURRENT STUDENT TRANSCRIPT REQUEST FORM

TODAY'S DATE: _____ YEAR OF GRADUATION: _____

YOUR NAME (typed or printed): _____

STUDENT EMAIL ADDRESS: _____

To serve you better, we ask that you read our records policies below and sign to acknowledge them. Please contact your child's counselor if you have any questions.

1. Each student may request an unofficial transcript once each semester.
2. The Counseling Office will send an official transcript to every post-secondary program that the student notifies us they have applied to for admission and/or any educational agency for which the student completes a Transcript Request form. The transcript will include a record of all courses taken and grades earned.
3. After graduation, the Registrar will send an official, final transcript to the post-secondary institution/program where the student will attend.
4. All standardized test scores in the student's permanent file will be included as part of each transcript request.
5. Students are encouraged to take advantage of the opportunity to have ACT/SAT scores sent directly from the testing agency to post-secondary programs in which they are interested. Colleges/universities will use the highest score received.

Student Signature

Parent signature (if student under 18)

Name(s) of Colleges or Universities requesting
your transcript (address NOT required)

DEADLINE (if applicable)

You may:

- Turn this form in to Mrs. Guyton in the Counseling Center
- Email form to Leslie.Guyton@LSR7.net
- Fax form to 816-986-2094
- Mail to Lee's Summit High School (address above)