

Please print all information



Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Grade or Last Year Attended/Graduated: \_\_\_\_\_



I am requesting the following **and** have included a copy of my photo ID:

- Unofficial Transcript (no fee)
- Official Transcript (signed/stamped with LHS seal)
  - no fee for current students
  - \$5.00 for former students
  - With schedule, w/o current grades
  - With current quarter grades
  - Final transcript (Year Graduated \_\_\_\_\_)
- Immunization Records (\$5.00 fee)
- Letter of Enrollment (includes transcript - \$15.00 fee)
- Withdrawal Packet/Apply to another school (no fee)
- Replacement Diploma (includes unofficial transcript - \$25.00 fee)

**CURRENT** students should make payment through the student's myschoolbucks.com account.  
**FORMER** students (less than 5 years) should upload payment to the guest portal of myschoolbucks.com; a link to this portal can be found on the LHS website at <https://langleyhs.fcps.edu/student-services/transcript-requests>

All records for former students prior to 2018-2019 must be obtained through FCPS at:  
<https://www.fcps.edu/resources/college-and-career-planning/transcripts-and-records>



Documents to be sent to:

Name of Institution/Recipient: \_\_\_\_\_

Address (US Mail or Email) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Graduated students are no longer able to pick up records on a "walk in" basis.**  
**All record requests must be completed by mail or by appointment.**

For an appointment or for questions, please contact Laura Skeen, Transcript Asst., at [lsskeen@fcps.edu](mailto:lsskeen@fcps.edu) or (703) 287-2723. Processing time for documents is 48 hours. Thank you for planning in advance.

Date completed/mailed: \_\_\_\_\_

Paid: \_\_\_\_\_