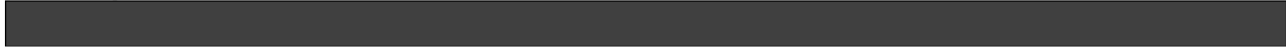


Please print all information



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 2019-2020 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 or (703) 287-2723. Processing time for documents is 48 hours. Thank you for planning in advance.

Date completed/mailed: _____

Paid: _____