

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 - \$5.00*)
 - 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 2015-2016 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 Betsy Shomaker, Transcript Asst., at enshomaker@fcps.edu or 703/287-2723. Processing time for documents is 48 hours. Thank you for planning in advance.

Date completed/mailed: _____

Paid: _____