



2200 Williams Blvd. Richland, WA 99354 ~ 509-946-0602

## TRANSCRIPT REQUEST

1. Complete a separate transcript request for each location/organization to which you want a transcript sent.
2. For graduates: Your signature is required. A parent's signature will not suffice
3. For current students at LCS: Your signature or your parent's signature is sufficient.
4. Incomplete transcript requests, including unsigned or improperly signed ones, will not be processed.
5. Submit completed, signed Transcript Request to the LCS office, FAX to 509-943-5623, or email to [jmount@libertychristian.net](mailto:jmount@libertychristian.net).
6. NOTE: SAT, ACT, or other post-high school admissions testing scores are not included on LCS transcripts or available from the LCS office or personnel.  
 To request SAT scores contact The College Board at <http://sat.collegeboard.org/scores>  
 To request ACT scores contact The ACT at <http://www.actstudent.org/scores/>  
 LCS' school code is: **481001**.

Student's Name	Date:
Year of Graduation from LCS:	OR, Current Grade: 9 10 11 12

Type of Transcript Requested:	
Unofficial—not signed/sealed	Official—signed/sealed/in a sealed envelope

Where do you want this transcript sent? (It will be sent to the address you provide, please be accurate and complete.)

Name of person/registrar	
Name of organization	
Address line one	
Address line two	
City, State, Zip Code	

Are there any unique instructions pertaining to this transcript request?

Reason for transcript request?			
College Application	Employment	Final End of Year Grade Check	Other

Signature	Date
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*Student signature required if an LCS graduate.*

Office Use Only:	
Date Transcript Received:	
Date Transcript Sent:	
Staff Signature:	