

LIBERTY RANCH HIGH SCHOOL

OFFICIAL TRANSCRIPT REQUEST INSTRUCTIONS

Official transcripts may be requested by mail or in person only. There is no charge for currently enrolled students, and a \$5.00 per copy charge for alumni payable at the time of request by cash, cashier's check, or money order only. **No** checks or credit cards accepted.

All requests must be submitted using the “**Official Transcript Request**” form located in the counseling center.

Alumni transcript requests will require ID verification. Please allow a 24-business hour processing time for your transcript to be mailed or picked up.

Final senior transcript requests will be taken the last week of the school year and our goal is to have them ready by June 15th.

To submit your request by mail – Complete the “Official Transcript Request” form and mail with a copy of your driver's license or California ID and payment of cashier's check, money order or cash to:

Liberty Ranch High School
Attn: Registrar
12945 Marengo Road
Galt, CA. 95632

Request for Transcript

LIBERTY RANCH HIGH SCHOOL

12945 Marengo Road

Galt, CA 95632

(209) 744-4250 Ext. 6113 Fax (209) 745-2601

OFFICE USE ONLY

{ } Verified ID: _____

{ } Date Received: _____

{ } Date Sent: _____

{ } Date Picked Up: _____

STUDENT INFORMATION

(Print Name) Last First MI DOB Maiden Name (If applicable) Student ID #

Address City State/Zip Telephone #

CURRENTLY ENROLLED: YES NO **Year of Graduation:** _____ or **Last Date Attended LRHS:** _____

PLEASE CHECK ALL THAT APPLY:

Unofficial Transcript Number of Copies: _____

Official Transcript Number of Copies: _____

NCAA Clearinghouse**

Be sure to print out a copy of your clearinghouse form

I give my permission to my parent to pick up transcript

I will pick up my transcript(s)

There is no charge for currently enrolled students and a \$5.00 per copy for alumni payable at the time of request by cash, cashier's check or money order ONLY. No checks or credit cards accepted.

Mail Transcript(s) To: (Print Name of Institution)

CHECK ONE: (Current Students)

Mid-Year Transcript (available in mid-Jan) _____

Final Transcript (available in mid-June) _____

Transcripts are official documents when signed and sealed by the School Official. They can only be released to the student when requested in writing, or a parent /guardian if the student is under 18 years of age. A transcript includes grades, credits and indicates if satisfied the CAHSEE requirement. Please be prepared to pay outstanding fines.

I hereby authorize the release of my transcript to the above named institution or organization.

Student Signature

Date

Note: Allow 24 hours for processing.

****Your request will not be processed if payment is not included****