

Student Record Request 2023-2024

Record requests are processed weekly and may take 4 – 5 business days to be completed. Requests submitted after the close of business on Wednesday will be processed the following week. Requests for letters of recommendation require 2 weeks to be processed.

Student: _____		Date: _____		
Deadline	Send to: _____	Address: _____		
	Records Requested Transcript Report Card <small>(circle all that apply)</small>	Recommendation Letter From: _____	Other: _____	
Deadline	Send to: _____	Address: _____		
	Records Requested Transcript Report Card <small>(circle all that apply)</small>	Recommendation Letter From: _____	Other: _____	
Deadline	Send to: _____	Address: _____		
	Records Requested Transcript Report Card <small>(circle all that apply)</small>	Recommendation Letter From: _____	Other: _____	
Deadline	Send to: _____	Address: _____		
	Records Requested Transcript Report Card <small>(circle all that apply)</small>	Recommendation Letter From: _____	Other: _____	
Sealed Records Requested _____		Transcript Report Card Other: _____ <small>(circle all that apply)</small>		
Unofficial Records Requested _____		Transcript Report Card Other: _____ <small>(circle all that apply)</small>		

Revised 10/5/18

I give permission for Lanham Christian School to send confidential records and information regarding my high school career at LCS to the academic institutions listed above.

Student or Parent/Guardian

Date

Office Use Only			
Date Received	Initials	Date Sent	Initials

LANHAM CHRISTIAN

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