



Request for Transcripts - Former Students

I hereby request transcripts of grades from Lake Park High School District 108.
I understand that in order to receive transcripts, there must be no outstanding fees owed.

Graduates from 2000 - present:

The preferred method for requesting transcripts is electronically through **parchment.com** using this web address: **https://www.parchment.com/u/registration/10520/account**. Note: If you need a paper copy instead, please follow the instructions below for 1999 and earlier graduates.

Graduates 1999 and earlier:

You must request your transcript in paper format by completing this form and returning it with the \$1 processing fee. Please see below for the appropriate campus to either (a) mail this completed form with your payment **OR** (b) make an appointment to pick up your paper transcript in person.

Student's Full Name: _____
Please print and be sure to provide the student's last name at time of attendance at LPHS.

Date of Birth: _____ Year of Graduation: _____

Signature: _____

Contact phone number: _____ Email address: _____

Address transcript should be mailed to: _____

For 1999 and earlier transcripts
Mail to or contact for pick up
Barbara Kish Murray, Registrar
Mail to East Campus address below
OR
Call 630-295-5240 for appt to pick up

For 2000 - present transcripts
Mail to or contact for pick up
Lisa Smith, Registrar
Mail to West Campus Address below
OR
Call 630-295-5340 for appt to pick up