

# Transcript Request Information (for LDA students)

Lancaster City Schools

Please complete the form below, including your own signature. Electronic Signatures are not accepted.

There is a \$5.00 fee for each copy of your transcript. Payment must be made prior to the issuance of the transcript. Cash, check, or money order accepted for payment. We do not have credit/debit card capabilities.

Transcripts are not processed the day that they are requested. Please allow 3-5 working days for processing.

## How to request your transcript:

- **In Person** at the LCS Administrative Offices (345 E. Mulberry St., Door#2 )  
(8:00 am – 4:30 pm) -740-687-7300, ext. 1000 (allow 3-5 working days for processing)
- **By Mail** – send the following form and \$5.00 fee to:  
Lancaster City Schools  
Attn: Secondary Education Office  
345 E. Mulberry St.  
Lancaster OH 43130
- **By Fax** – 740-687-7303 (Note: Fee must be paid prior to processing.)

Upon receipt of your signed request and the \$5.00 fee per transcript, your request will be processed.

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## REQUEST FOR TRANSCRIPT

LANCASTER CITY SCHOOLS (LDA)

345 E. Mulberry St.

Lancaster, OH 43130

(740) 687 – 7300 ext. 1000

(740) 687 - 7303 (Fax)

Name while student at Lancaster Digital Academy:

Current Student

ID #: \_\_\_\_\_

Past Student

Present date: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Withdrawn date: \_\_\_\_\_

Send to college listed \_\_\_\_\_

Will pick up at LCS \_\_\_\_\_

\$5.00 fee paid (Past Students) \_\_\_\_\_

\_\_\_\_\_  
Last (Maiden)

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Present Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**I hereby authorize Lancaster City Schools to send a copy of my school records to:**

\_\_\_\_Any college or scholarship that my student requests - or –

College: \_\_\_\_\_

Street and No. \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Student Signature \_\_\_\_\_

(Student MUST sign if over 18 years of age)

Parent Signature: \_\_\_\_\_

(For those under 18 years of age, signature of Legal Guardian required.)