

Former Student/Graduate Transcript Request Form

**** Transcripts can only be requested by the named former student if 18 years or older ****

**** Copy of photo ID must be included for identification purposes ****

Please email the completed form and copy of photo ID to lbsstranscripts@fcps.edu (Subject line: Graduate Transcript Request – Last Name, First Name), mail it, or hand deliver to LBSS.

Student's Name While Attending Lake Braddock Secondary School:

(Last, First, MI) _____

Email Address _____ Phone Number _____

Date of Birth (MM/DD/YY) _____ Year Graduated/Withdrawn _____

Records Requested:

Unofficial High School Transcript

Official High School Transcript

I authorize LBSS to release my high school transcript to the following:

1. Name: _____
Mailing Address: _____

2. Name: _____
Mailing Address: _____

3. Name: _____
Mailing Address: _____

4. Name: _____
Mailing Address: _____

**** \$5 Fee per transcript ****

**** Transcript requests will not be processed until payment is received ****

Payment can be made by check/money order payable to Lake Braddock Secondary School or online using the MySchoolBucks link at <https://lakebraddockss.fcps.edu/transcripts-forms>

SIGNATURE REQUIRED (Parent signature if not 18): _____

Office use Only

Amt Rec: _____ Pymt Type _____ Number _____
Date Received: _____ Date Sent: _____ Completed by: _____