



Lake Braddock Secondary School
Attn: Transcripts
9200 Burke Lake Road
Burke, VA 22015

Underclass Transcript Request Form

**** This form is not for college applications ****

**** This form is not for records to be sent to other High Schools ****

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

Student's Name: (Last, First, MI) _____

Student ID _____ Student Grade _____ Student DOB (MM/DD/YY) _____

Parent Email Address _____ Parent Phone Number _____

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

Name (Scholarship, Summer Camp, Internship, NCAA, etc.)	Address	Type of Transcript	Counselor Letter Required – Yes or No	Deadline Date
		<input type="checkbox"/> Official <input type="checkbox"/> Unofficial		
		<input type="checkbox"/> Official <input type="checkbox"/> Unofficial		
		<input type="checkbox"/> Official <input type="checkbox"/> Unofficial		
		<input type="checkbox"/> Official <input type="checkbox"/> Unofficial		

**** Students are responsible for ensuring counselor has all required paperwork to write a recommendation.**

**** Students are responsible for coordinating teacher recommendations, if required.**

SIGNATURE REQUIRED (Parent signature if not 18): _____

Office use Only

Date Received: _____ Date Sent: _____ Completed by: _____