



**ST. LUCY'S  
PRIORY  
HIGH SCHOOL**  
G L E N D O R A , C A

655 WEST SIERRA MADRE AVE.  
GLEN D O R A , C A 91741  
WWW.STLUCYS.COM

# TRANSCRIPT REQUEST GRADES 9-11

## **FORM MUST BE COMPLETED BY PARENT**

Today's date: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
Student's Name

**Transcript request MUST be made in writing, NO phone requests can be accepted.**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and California State Law, I hereby authorize the release of a high school transcript. **\*I understand that NO transcript will be released unless ALL school fees and tuition are current.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **\$3.00 FEE PER TRANSCRIPT** (Except transfers)

- Transferring (No fee)  
Name of school transferring to: \_\_\_\_\_
- Summer School (complete information below)  
Summer school name: \_\_\_\_\_
- Scholarship (complete information below)  
Scholarship name: \_\_\_\_\_
- Request G.P.A. on transcript    \_\_\_ YES    \_\_\_ NO
- Other: \_\_\_\_\_

### **Requesting** (PLEASE CHECK)

- Official    **OR**     Unofficial Transcript  
*(Official is a SEALED copy of Transcript and should not be opened)*
- Mail        **OR**         Return to student  
*(If mailing please include address)*

\_\_\_\_\_  
\_\_\_\_\_