

You need an official transcript to enroll in college, or technical schools, for some employment verifications, or to enlist in the military. Your transcript is the official document of your school grades earned, credits earned, and graduation. LINCOLN SCHOOL DISTRICT can only provide a transcript for proof of graduation, we DO NOT HAVE, NOR DO WE CREATE COPIES of YOUR DIPLOMA.

HOW TO REQUEST A TRANSCRIPT?

TRANSCRIPT RELEASE FORM

If you are no longer enrolled at Lincoln Schools, you may request a transcript in person, by mail or fax. You will need to send in a transcript release form. Students currently enrolled at Lincoln High School, may come by the Counseling Center.

WHAT DO I NEED TO REQUEST A TRANSCRIPT?

Students previously enrolled at Lincoln High School will need to have a transcript release form, and will also need a government or state issued ID card to request a transcript, NO EXCEPTIONS.

Photo copies will be accepted for mail or fax requests. Currently enrolled students do not need these items. Examples of acceptable identification are: Driver's license, state ID card, Military ID, passport, or photo ID issued from a state or local government agency. **Lastly, you must sign your transcript request.**

HOW MUCH WILL IT COST?

A copy provided of an official or unofficial transcript for students no longer enrolled in Lincoln School District is \$5.00 per copy. **Requests are processed upon receipt of the \$5.00 fee.** Employment verifications sent directly from prospective employers are at no charge, if a copy of the transcript is not required.

Any requests that are missing documents or payment will be void after 30 days. NO REFUNDS are given for requests with missing documents or information.

Students currently enrolled at Lincoln School District receive one transcript free, and requests thereafter are \$5.00 each. Transcripts for scholarship applications are also at no charge. Certain other requests may have fee waivers. See the counseling center for questions.

HOW LONG DOES IT TAKE TO PROCESS A TRANSCRIPT REQUEST?

Transcript requests are processed within 1-2 business days of receipt; however, in the case of district holidays, or other times when there is a large volume of requests, the requests are processed within 3-4 business days, **in the order the requests are received.** If additional forms or documents are required, please allow a minimum of 5 business days.

WHAT IS GRADUATION VERIFICATION?

Employers normally request graduation verifications. If a transcript is not necessary, we do not charge for verification; however, if a transcript is required, there is a \$5.00 fee. **We do not process graduation verifications without a signed release form that states the student name while enrolled at Lincoln High School, their DOB, and date of graduation. Without this information, your request cannot be processed.**