

South Lakes HS Former Student Transcript Request
This form is for students who attended from 2016-2020 only

Name: _____
(Last name) (First Name)

Year of Graduation/Last Attended: _____ DOB: _____ FCPS ID: _____

Phone: _____ Email: _____

\$5.00 per transcript – pay online at <https://southlakeshs.fcps.edu/student-services/transcripts>
Requests will not be processed without payment. Please allow 2 weeks for processing

- Transcript Delivery Options:
1. Direct Mailing from SLHS to College/Recipient
 2. Direct Emailing from SLHS to College/Recipient
 3. Pick up in person from SLHS main office (**not available fall 2020**)

Please select the option and complete (select one option; submit one form per recipient):

1. Name of Institution/Recipient: _____

Address: _____

City: _____ State: _____ Zip Code: _____

2. Name of Institution/Recipient: _____

Email address of Institution/Recipient: _____

3. Name of individual picking up record: _____ *Not available fall 2020*

The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student educational records. FERPA rights transfer from the parents/guardians to the student once the student turns 18 years old or enters a postsecondary institution.

If the eligible student requests a sealed transcript for pick up, s/he must arrange for payment and provide the name of the individual picking up the record. Valid ID is required for pick up.

Requestor Signature: _____ Date: _____

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FOR OFFICE USE ONLY

Payment Received: _____ Date Transcript Mailed/Distributed: _____