



LeMars Community High School

921 Third Avenue Southwest, LeMars, Iowa
Dr. Mark Iverson
Principal

Mr. Neal Utesch
Assistant Principal

Telephone (712) 546-4153
Mr. Karlton Hector
Activities Director

OFFICIAL TRANSCRIPT REQUEST FORM

To request an official LeMars Community High School transcript complete form, sign and return to the Guidance office.

- Transcript requests may be returned by mail
- In-person
- Fax to 712-546-9581
- Scan and e-mail to amy.schmidt@lemarscsd.org

In order to process transcript a signature is required.

Legal Name: _____

Maiden or Former Name: _____

Date of Birth: _____ Graduation Year: _____

Phone Number: _____ (This is required for contact if there is a problem processing the request.)

E-mail: _____

I hereby authorize Le Mars Community High School to release records to the place(s) listed below.

Signature: _____ Today's Date: _____

Please print where to send the transcript: name/place, complete addresses, city, state, and zip code.

1 _____ _____ _____ _____	2 _____ _____ _____ _____
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Please note: If you have any questions, please call
Amy Schmidt @ 712-546-7082 or email her at
amy.schmidt@lemarscsd.org.

FOR OFFICE USE ONLY: Date Request Received: _____ Date Transcript Mailed: _____ Sent By: _____