

LAKOTA HIGH SCHOOL  
GUIDANCE DEPARTMENT

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Kansas, Ohio 44841

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Website: [www.lakota-sandusky.k12.oh.us](http://www.lakota-sandusky.k12.oh.us)

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**OFFICIAL LAKOTA HIGH SCHOOL TRANSCRIPT RELEASE**

Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Please send my official transcript to:**

Name of institution or individual \_\_\_\_\_

Complete address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Authorization for Release of Information:**

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

*Please mail or fax your TRANSCRIPT RELEASE to Lakota High School. Allow at least 5 business days from date of receipt for request to be processed. Please be advised that the high school office and guidance office is not staffed during holidays or the month of July. For this reason, requests may take longer during these periods.*

*You may also elect to download and print this form, complete it and then scan and e-mail it to:*

**FOR PRESENT LHS STUDENTS & RECENT GRADUATES:**

*Nancy Slotterbeck, Lakota High School Counselor: [nslotterbeck@lakotaschools.org](mailto:nslotterbeck@lakotaschools.org)*

**FOR PAST LHS GRADUATES:**

*Kaylee Timmons, Lakota High School Secretary: [ktimmons@lakotaschools.org](mailto:ktimmons@lakotaschools.org)*

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FOR OFFICE USE ONLY

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Date of receipt \_\_\_\_\_ Date transcript mailed \_\_\_\_\_ Mailed by \_\_\_\_\_