Lake Stevens High School

2908 113th Avenue NE
Lake Stevens, Washington 98258
(425) 335-1515 FAX (425) 335-1524

Leslie Ivelia, Principal
Dan Alderson, Associate Principal
Debra Hay, Associate Principal
Tonya Grinde, Associate Principal
Gene Wachtel, CTE Director
Jason Pearson, Associate Principal, Athletic Director

Please complete and sign this form to request a copy of your high school transcript.
Transcripts cannot be requested over the phone, by email or by a third party (i.e. a parent or guardian).
**Once a student is 18 or in a post-secondary setting, we are required by the Family Educational Rights and Privacy Act of 1974 (FERPA) to have the student's hand-written signature to release the transcript.*
All fines and fees must be paid in order for an official signed and sealed transcript to be released.

Student Name:_____Date of Birth:_____Phone:_____

Other name used at school (if applicable):_____

_____Graduate _____Non-Graduate _____Current Student Grad Year:_____

_____I will pick up transcript(s) in person at LSHS. (Please allow 48 hours notice)

Number of unofficial transcripts requesting:_____

Number of official signed and sealed transcripts requesting:_____

This request is authorizing Lake Stevens High School to:

Fax unofficial transcript to: Name:_____

Fax Number:_____

Email unofficial transcript to: Name:_____

Email:_____

Mail transcript to: Name:_____

Address:_____

Student's Signature:_____ Date:_____
(A parent may **only** sign if the student is under 18 years of age)

Return completed form by mail, fax, email or hand-delivered to:
Lake Stevens High School Counseling Center
2908 113th Ave NE
Lake Stevens, WA 98258
Hours: 7:00 – 3:00 p.m.

Email: lshs_Transcripts@lkstevens.wednet.edu
Phone: 425-335-1571
Fax: 425-335-1601