Lancaster Mennonite School
Attn: Office of Counseling Services
2176 Lincoln Hwy East
Lancaster, PA 17602
transcript@lancastermennonite.org
717-299-0436 ext. 1220

ALUMNI & FORMER STUDENT
Official Transcript Release Form

Your current name _____

Your name at the time of graduation, if different _____

Your phone number and/or email address_____

Today's Date _____

- Your official high school transcript includes your grades, GPA, years of attendance, date of graduation (for alumni), official school seal and the signature of the Director of Counseling Services.
- Your transcript will be sent in a seal envelope, by regular US postal mail, email or fax, to the recipient college, university or place of employment of your choice.
- Unofficial transcripts are also available by request.

Please list the transcript recipient name, address and any other pertinent contact information in the box below.

When complete, email this form, or just the content information to: transcript@lancastermennonite.org. Forms can also be mailed or dropped off at the LMS main campus address located in the upper right corner of this document.

For example:

Lancaster University
1234 Washington Hwy West
Collegetown, PA 17603
USA
admissions@LU.edu
Fax: 717-299-1234

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