

Instructions:

1. Completely fill out the transcript request form and mail it to the address below or stop by the high school and fill one out.
2. All requests **MUST** have the student's signature.
3. **NO VERBAL** requests will be processed.

Questions should be directed to Carmen Coose at the address or phone number listed below.

Lockwood High School transcripts can be obtained by written requests only to:

Lockwood High School
Attn: Transcripts
400 W 4th Street
Lockwood, MO 65682
(417) 232-4513

We cannot accept computer-generated signatures, so e-mail request are **NOT** accepted.



(Cut here)



Lockwood High School
400 W 4th Street Lockwood, MO 65682

Transcript Request

Date: _____

Birth Date: _____

Full Name: _____

Maiden Name: _____

Home Phone: _____

Address: _____

City/ST/Zip: _____

Currently Enrolled? ☐ Yes ☐ No
If not, then when did you graduate or
Attend Lockwood High School?

Year _____

Send To: _____

Address: _____

City/ST/Zip: _____

FAX Number: _____

☐ Send transcript

☐ Immediately

☐ Hold transcript for pickup
(Student required to pick-up, or written
permission by student for the substitute)

Student's Signature: _____

Number of copies requested: _____

Date Due: _____

For Record Office Use Only: Taken By: _____ Date: _____

Mailed _____ Faxed _____ Date sent: _____ Sent by: _____
(Initials)