

**TRANSCRIPT REQUEST**  
**Department of Student Services**  
**Lincoln Public Schools**

**Name as it appears on your school records** \_\_\_\_\_

Any other name used \_\_\_\_\_

Date of Birth \_\_\_\_\_

Last Public School attended in Lincoln \_\_\_\_\_

Year Graduated \_\_\_\_\_ OR Last Year Attended \_\_\_\_\_

**Record Requested:**

- Permanent Individual Record** — The PIR may be used to show evidence of personal history, schools attended, and test scores. This record is generally used for purposes of identification.
- Cumulative Record** — The Cumulative Record contains classes taken in grades 9-12, grades, grade point average and proof of graduation. This record is used by most institutions of higher learning.

**CURRENT INFORMATION:**

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_

We require an **ENLARGED READABLE PICTURE ID** with this form. Thank you.

**YOUR SIGNATURE** on this form authorizes Lincoln Public Schools to release your records.

\_\_\_\_\_  
**(Signature)**

There is no charge for the 1st copy—additional copies are \$1.00 each.

MAIL TRANSCRIPT TO:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you have questions, call 402-436-1688**

**TRANSCRIPT REQUEST**  
**Department of Student Services**  
**Lincoln Public Schools**

Please find attached the transcript release form that is needed to obtain your transcripts.

***If you want to fax your information:***

Just print off the attached form, complete it, include your signature and fax it back to: Student Services, Attention: Transcripts. Fax number is 402-436-1686.

Please include an **enlarged** copy of your photo ID. **(An enlarged readable copy of your photo ID is required for release of your records.)**

***If you want to e-mail your information:***

Print off the attached form, complete it and include **your signature**. Scan the page with **your signature**.

Scan an **enlarged** copy your driver's license and send it all in a reply e-mail attachment. **(An enlarged readable copy of your photo ID is required for release of your records.)**

**E-mail to: [transcripts@lps.org](mailto:transcripts@lps.org).**

***If you want to send your information via U.S. mail:***

Print the attached form, complete it, and include your signature. Mail it with an **enlarged** copy of your photo ID and Student Services will send your transcript. **(An enlarged readable copy of your photo ID is required for release of your records.)**

Send your request to:

Lincoln Public Schools  
Attention: Student Services, Transcripts  
5905 O Street  
Lincoln, NE 68510

If you have questions, please call 402-436-1688