

Liberty High School

100 Liberty Minutemen Drive Bedford, VA 24523 Phone (540) 586-2541 Fax (540) 586-7720

STUDENT RECORD REQUEST

Bedford County Public Schools charges a processing fee of \$5 per document for all agency and former student record requests, which include Graduation/GED verification, official/unofficial transcript and proof of immunization. Current students may obtain up to five transcripts each year at no charge with each subsequent transcript being \$5 each. The fee for copies of all other student records will be 25¢ per page.

A transcript includes the academic record of subjects taken, grades, credits completed and attempted, grade point average, class rank, and ACT/SAT scores.

Student Name:				
	LAST	FIRST	MIDDLE	MAIDEN NAME
Address:				
	NUMBER AND STREET	CITY A	AND STATE	ZIP CODE
Date of Birth:	Phone Numbe	er:		
CURRENT STUDENT	S:		ONE TRANSCRI	PT FORM PER REQUEST!
Grade Level:	le Level: Early Decision Deadline: Regular Decision Deadline:			
How are you applying	g? 🗆 Common App 🗖 Pa	aper/pencil applicatio	n □ EduFind □ Se	ndEdu □ College website
Check all that apply:				
☐ I do not require ar	ny letters of recommenda	ation.		
☐ Letters of recomm	nendation have been req	uested from the follov	ving individuals:	
-	iness days for recommer AFTER 10 BUSINESS D NCE OFFICE HAS UP TO 10 BUSINESS	AYS TRANSCRIPTS WILL BE SEN	T AUTOMATICALLY.	•
FORMER STUDENTS	: Year Graduated:		_ Year Withdrawn:	
	, agency, business, or ind			med on the student above
MAILIN	NG ADDRESS	CITY	STATE	ZIP CODE
Date:	Signature:		OR STUDENT'S SIGNATURE I	F 18 YEARS OR OLDER
		LHS OFFICE USE ONLY:		
DATE RECEIVED:	FEE PAID:	TO COUNSELO	OR:	MAILED: