



LINCOLN COUNTY SCHOOL DISTRICT

Mail or fax to: Lincoln County School District Records Department 1811 NE Arcadia Dr. Bldg. A Toledo, OR 97391 (541) 336-2795 Fax: (541) 336-2798 Sandy.Kaminga@lincoln.k12.or.us

Dr. Karen Gray, Superintendent

REQUEST FOR DUPLICATE RECORDS (Fill out form completely.)

Date: _____

Print your name as it was in school: _____ Name

Date of birth: _____

Records requested - check all that apply: Assessed fee(s) must be paid in advance. Pay by check or money order payable to LCSD or see online payment information at https://lincoln.k12.or.us/our-district/student-records/

1. Official Graduate transcript Year graduated: _____ School: _____

Official signed and sealed transcript \$5.00 each. Pay by check or money order payable to LCSD, or online by clicking on the "Pay Online HERE" link at https://lincoln.k12.or.us/our-district/student-records/ Email this "Request for Duplicate Records" form with a copy of your online receipt (if you paid online) to Sandy.kaminga@lincoln.k12.or.us

2. Unofficial Graduate transcript Year graduated: _____ School: _____ No charge.

3. Non-graduate transcript - Official charged same as graduate transcript. Unofficial no charge. Please provide: Last school attended: _____ Last year attended: _____

4. Immunization record - Last school attended: _____ Last year attended: _____

5. All school records available. - Last school attended: _____ Last year attended: _____

First three pages @ .25 per page; thereafter, .25 per page plus total labor costs.

The signature below certifies my legal authorization for access to the records requested. Parents cannot request records of a child that is 18 years old or older. Legal documentation must be provided for proof of authorization to act on behalf of another.

Signature Printed Name

Street or Mailing Address City State Zip Code

Area Code and Phone Number E-Mail Address

To be mailed to: _____

Request will be processed on the next working day for the Records Department if you meet the following requirements. Email, Mail, or fax request to the address or fax number listed at the top of this form. Official transcript request cannot be faxed. Payment for charges due must be paid before your request will be processed.