

**Lewiston-Porter School District  
Records Retention**

***Transcript Request Form***

In order to request an official or unofficial transcript from Lewiston-Porter High School, you will need to do the following:

1. Provide us with the year you graduated, left or earned a GED.
  2. Provide us with a form of identification
  3. An address to where you would like the transcript sent.
  4. ***Allow 3-5 business days for processing.***
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Name:

Maiden name (if applicable):

Address:

Phone Number:

Year Graduated:

Date of Birth:

Where to Send Transcript:

Official or Unofficial Transcript (circle one)

- Official Transcript (can be mailed only by the guidance office to a college, employer, etc.)
- Unofficial Transcript (can be sent directly to you)

Signature \_\_\_\_\_

Form of Identification \_\_\_\_\_

Return to: Lewiston-Porter High School  
4061 Creek Road  
Youngstown, NY 14174  
Phone – (716) 286-7242 Fax – (716) 286-7877