

**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 5 business days for processing.***

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 District Office
Transcript Request
4061 Creek Road
Youngstown, NY 14174
Phone – (716) 286-7241 Fax – (716) 286-7877