SCHOOL INFORMATION REQUEST FORM (PLEASE TYPE OR PRINT YOUR INFORMATION)

Lennon High School will use this form to ensure that all your records are clear before you are issued with an official Transcript, School record or Recommendation from the school.

**[ ] Transcript $2500 [ ] School Record $1500 [ ] Recommendation $1500 [ ] Embassy Letter $1500**

(5 work days) (3 work days) (5 work days) (5 work days)

**[ ] Copy of School Leaving Certificate $3000**

(5 work days)

**EXPRESS SERVICE**

**[ ] Transcript $5000 [ ] School Record $2000 [ ] Recommendation/ Embassy Letter $2000**

 (3 days) (1-3 days) (1-3 days)

Current Legal **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name while enrolled in institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Attendance (MM/YYYY) From \_\_\_\_\_ **/** \_\_\_\_\_\_\_\_\_ **/** to \_\_\_\_\_\_ **/** \_\_\_\_\_\_\_\_\_\_\_\_

Practical Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/ Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Transcript: School [ ] work [ ] other [ ]

Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address where transcript should be sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**………………………………………………………………………………………………………………………….......**

**(To be completed by Office Personnel)**

**OFFICE**

Sch. Fees/C.X.C paid in Full [ ] Owe [ ] amount owed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………

 Signature Office Personnel

**BOOK ROOM**

All books Returned [ ] Books outstanding [ ] No books Outstanding \_\_\_\_\_\_\_\_

…………………………………

Signature Book Room Attendant