

TRANSCRIPT REQUEST
Department of Student Services
Lincoln Public Schools

Your name as it appears on school records _____

Any other name used _____

Date of Birth _____

Last Public School attended in Lincoln _____

Year Graduated _____ OR Last Year Attended _____

Record Requested:

- Permanent Individual Record** – The PIR may be used to show evidence of personal history, schools attended, and test scores. This record is generally used for purposes of identification.
- Cumulative Record** – The Cumulative Record contains classes taken in grades 9-12, grades, grade point average and proof of graduation. This record is used by most institutions of higher learning.

CURRENT INFORMATION:

Name _____

Address _____
City State Zip

Telephone _____

We require an **ENLARGED READABLE PICTURE ID** with this form. Thank you.

YOUR SIGNATURE on this form authorizes Lincoln Public Schools to release your records.

(Signature)

If signing electronically, complete this box:
By affixing my electronic signature to this electronic record below (either type your name or insert a scan of your signature) and emailing this electronic record to LPS, I agree and consent to conduct this transaction involving governmental affairs with LPS by electronic means pursuant to the Nebraska Uniform Electronic Transactions Act. I understand that I am not prohibited from refusing to conduct other or future transaction(s) with LPS by electronic means. See the Disclosure Notice on page 2 for further information.

Parent Signature: _____ *(please type your name or insert signature scan)* Date of Receipt: _____

There is no charge for the 1st copy—additional copies are \$1.00 each.

MAIL TRANSCRIPT TO:

(1) _____ (2) _____

If you have questions, call 402-436-1688

Please find attached the transcript release form that is needed to obtain your transcripts.

If you want to fax your information:

Just print off the attached form, complete it, include your signature and fax it back to: Student Services, Attention: Transcripts. Fax number is 402-436-1686.

Please include an **enlarged** copy of your photo ID. (*An **enlarged readable** copy of your photo ID is required for release of your records.*)

If you want to e-mail your information:

Print off the attached form, complete it and include **your signature**. Scan the page with **your signature**.

Scan an **enlarged** copy your driver's license and send it all in a reply e-mail attachment. (*An **enlarged readable** copy of your photo ID is required for release of your records.*)

E-mail to: transcripts@lps.org

If you want to send your information via U.S. mail:

Print the attached form, complete it, and include your signature. Mail it with an **enlarged** copy of your photo ID and Student Services will send your transcript. (*An **enlarged readable** copy of your photo ID is required for release of your records.*)

Send your request to:

Lincoln Public Schools
Attention: Student Services, Transcripts
5905 O Street
Lincoln, NE 68510

If you have questions, please call 402-436-1688

Disclosure Notice: This Disclosure Notice applies to the electronic record above and all communications with LPS related to this electronic record. Under this notice, the electronic record, communications, disclosures and other records you receive from LPS in electronic form will be considered "in writing."

Your consent covers the electronic record. You understand and agree that your electronic signature affixed to the electronic record shall be legally binding and shall be considered authorized by you. You also consent to receive all communications, disclosures, and notices, and other records relating to this from LPS in electronic form, instead of receiving such communication, disclosures, and notices, and other records in printed paper form. You have the option of printing your electronic records directly from your computer to provide your handwritten signature. The records will not be sent to you in a paper copy unless specifically requested by you. You will not be charged for paper copies of the records. To specifically request paper copies, please send an email to releaseofinformation@lps.org. You will be able to sign a paper copy after school is in session.

You have the right at any time to cancel and withdraw your consent to receive future electronic delivery of records. If you withdraw your consent, none of the electronic records, communications, disclosures, notices, or other records delivered to you in electronic form prior to your withdrawal of consent will be affected. If you wish to withdraw your consent, please send an email to releaseofinformation@lps.org. Your notice of withdrawal will be effective within a reasonable time after we receive the withdrawal notice.

In order to sign your electronic record electronically and in order to receive electronic delivery of communications, disclosures, notices and other records, you will need access to a computer with the following:

a) Access to the following operating systems: Microsoft Windows or Apple macOS; b) Access to the Internet; c) Access to a valid e-mail address; d) A web browser (The use of Chrome is recommended); e) Access to software which permits you to receive and access Portable Document Format "PDF" files, such as Adobe Acrobat Reader; f) Sufficient storage space to save records, communications, disclosures, and notices, and other records (whether presented online, in e-mails, or in PDF format) or the ability to print such records, communications, disclosures, and notices, and other records; g) Access to a printer (if you wish to print paper copies of any electronic records, communications, disclosures, notices, or other records).

If we change the minimum hardware and/or software requirements, we will notify you of the changes. If you cannot access or retain electronic records, communications, disclosures, notices, or other records in electronic form as a result, you will have the right to withdraw your consent with respect to electronic delivery of such records.

It is your responsibility to keep your primary email address current so that we may send electronic records and communications. You understand and agree that if we send you an electronic record, communication, disclosure, or notice, but you do not receive it because your email address is incorrect, out of date, blocked by your service provider, or returned undeliverable, we will be deemed to have provided electronic delivery.

You acknowledge and agree that your consent to your electronic signature and electronic delivery is being provided in connection with a transaction affecting governmental affairs that is subject to the Nebraska Uniform Electronic Transactions Act and, to the extent required, by the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that both acts apply to the fullest extent possible to validate our ability to conduct transactions with you by electronic means.