



## **Transcript Request Frequently Asked Questions**

**I graduated many years ago...Do you still have my transcript?**

*Yes, we have high school records back to 1936.*

**I need proof of graduation; do I need a transcript or a copy of my diploma?**

*Your transcript shows the graduation date as grades and credits earned. Most places requiring proof of high school graduation will accept a transcript. Lexington High School does not keep copies of diplomas.*

**What if I don't want to send my transcript, but still need proof of graduation?**

*We can provide a letter for you to verify your graduation date. Email the Registrar at [khurley@sch.ci.lexington.ma.us](mailto:khurley@sch.ci.lexington.ma.us)*

**Can I request a transcript for my son/daughter?**

*Under FERPA, the Family Educational Rights and Privacy ACT of 1974, parents are presumed to have full rights to their child's records unless the school has evidence of court order. Parents should complete the Records Request Form.*