

**TRANSCRIPT RELEASE FORM**  
**Fax : 847-735-6276**

Date \_\_\_\_\_ Current Student/Last Attended \_\_\_\_\_

**Reason for Request** \_\_\_\_\_

**NAME** \_\_\_\_\_ I hereby authorize the Registrar or  
PLEASE PRINT LEGIBLY!

other designated official of Lake Forest College to send copies of my college transcript to whomsoever I request.\*

Signature \_\_\_\_\_

\_\_\_\_\_  
Campus Box Number Phone Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City and State Zip Code

**MAIL TO:**

\_\_\_\_\_  
Name of Official, Office, or Department

\_\_\_\_\_  
College, University, or Organization

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City and State Zip Code

**FAX TO:** \_\_\_\_\_

**\*Your account in the Business Office must be clear before your transcript will be released. Please allow at least 2 to 3 days for processing. Lake Forest College issues one transcript free of charge. The charge for each additional transcript is \$7.00. Currently enrolled seniors are entitled to a maximum of 20 transcripts for graduate/professional school applications at \$5.00 each.**