

Transcript Request Procedures

For students who have graduated from or no longer attend Landmark Christian School

Please use the Transcript Request Form to request a transcript.

**THERE IS A \$5 FEE PER TRANSCRIPT
CASH, MONEY ORDERS, OR CHECKS ARE ACCEPTED**

In order to process a request for a transcript, we will need the following information:

- Your **complete name** at the time you attended Landmark (maiden name if applicable).
- Your **date of birth**.
- The **last year** you attended Landmark Christian School or the **year you graduated**. Please state whether you graduated.
- Your **daytime phone number**.
- An **address** to which the transcript should be mailed, if applicable.
- Your **signature must** appear on the Transcript Request Form. For students under the age of 18, a parent or guardian must sign the form.
- A copy of your **photo ID**.
- Please include the **\$5 fee per transcript**. Cash, money orders, or checks are accepted. Please make checks payable to Landmark Christian School.

Note

You may print the Transcript Request Form and send a copy of the completed form via mail or hand delivery.

For **hand delivery** – Please visit the Registrar’s office to deliver your Transcript Request Form and payment. Bring your photo ID with you. Your request will be processed within two days.

By **mail** – Mail your completed Transcript Request Form with your \$5 per transcript fee and a copy of your photo ID to the following:

Landmark Christian School
Attn: Registrar's Office
50 E. Broad Street
Fairburn, GA 30213

We **will accept transcript requests over the phone**, however, the transcript must be picked up in person. A copy of your photo ID will be requested when you pick up your transcript.

When calling, leave a message that includes:

- Your **complete name** at the time you attended Landmark (maiden name if applicable).
- Your **date of birth**.
- The **last year** you attended Landmark Christian School or the **year you graduated**. Please state whether you graduated.
- Your **daytime phone number**.

The \$5 per transcript fee will be required when the transcript is picked up. Please allow two days for transcript processing.