



# Le Mars Community High School

921 Third Avenue Southwest, LeMars, Iowa  
Dr. Mark Iverson  
Principal

Mr. Kyle Formanek  
Assistant Principal

Telephone (712) 546-4153  
Mr. Karlton Hector  
Activities Director

## OFFICIAL TRANSCRIPT REQUEST FORM

To request an official Le Mars Community High School transcript complete form, sign and return to the Guidance office.

- Transcript requests may be returned by mail
- In-person
- Fax to 712-546-9581
- Scan and e-mail to [amy.schmidt@lemarscsd.org](mailto:amy.schmidt@lemarscsd.org) Between June 10 and August 1 send to [mark.iverson@lemarscsd.org](mailto:mark.iverson@lemarscsd.org).

In order to process transcript a signature is required.

Legal Name: \_\_\_\_\_

Maiden or Former Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (This is required for contact if there is a problem processing the request.)

E-mail: \_\_\_\_\_

*I hereby authorize Le Mars Community High School to release records to the place(s) listed below.*

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please print where to send the transcript: name/place, complete addresses, city, state, and zip code.

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Please note: If you have any questions, please call  
Amy Schmidt @ 712-546-7082 or email her at  
[amy.schmidt@lemarscsd.org](mailto:amy.schmidt@lemarscsd.org).

FOR OFFICE USE ONLY: Date Request Received: \_\_\_\_\_ Date Transcript Mailed: \_\_\_\_\_ Sent By: \_\_\_\_\_