



We cannot process GED transcript requests.

If you need a GED transcript, please go to:
<https://ged.fldoe.org/> and follow the instructions
under "Transcripts/Diplomas and Verifications"

REQUEST FOR A TRANSCRIPT OR TEST SCORES

***Transcript Fee:** Transcripts are \$8.00 *each*.

If you have a current Focus account, you can pay for the transcript(s) through your
[Student Portal](#), or you may call/visit the Business Office to process payment.

Please allow 3-5 business days for processing.

Student Name: _____ SSN or LTC Student ID: _____

Name enrolled under, if different from above: _____

Student's Present Address: _____

Date of Birth: _____ Telephone Number: _____

Program: _____ Dates Attended: _____

I would like _____ total copies of my transcripts.

Please mark one or more options below that apply:

☐

Please mail my official transcript(s) at my home address listed above;

☐

I will pick up my transcript(s) from the admissions office;

☐

Please include my BSA scores with my transcript(s);

☐

I would like my transcript(s) mailed to another school at the address listed below.

Name of School: _____

Address: _____

Student Signature

Today's Date

Return completed form in person or via mail, fax, or email to LTCAdmissions@lake.k12.fl.us

**Students transferring to Lake-Sumter State College upon completion of an LTC program,
will not be charged the \$8.00 transcript fee.*