Transcript Requests

The follow changes affecting transcript requests will go into affect beginning July 13, 2009:
$ 6.00 charge for base transcript (2 pages)
$ 1.00 per page cost if other documents are requested ($2.00 for a two sided document)

Request forms may be obtained from the District Office. All requests must be pre-paid and request forms must be filled out completely before they can be processed. Requests received before 4:30 on Wednesdays will be processed on Thursday mornings. They will be available for pick-up at the District Office on Thursday afternoons from 1 - 4 pm. Any request not picked up by 4:00 p.m. will be mailed to the address provided on the form.

The district is in the middle of scanning all transcripts into a digital format. If your transcript is in one of the boxes being scanned at the point of request, it may take an additional day to be processed. You will be notified at the time the request is made.
Please direct questions to Kaye Riley at 864-938-2046 or krriley@laurens56.k12.sc.us.