

Date Processed \_\_\_\_/\_\_\_\_/\_\_\_\_

# \$cholarship Transcript Request

Submit Scholarship Requests two weeks in advance.  
**DOWNLOAD and COMPLETE FORM**  
 Email **COMPLETED** form to Mrs. Jones - [Michelle.K.Jones@lcps.org](mailto:Michelle.K.Jones@lcps.org)

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

Student's Full Legal Name: \_\_\_\_\_

Scholarship Name: \_\_\_\_\_

Scholarship Deadline: \_\_\_\_\_ (check one) ☐ Postmarked By OR ☐ Received By

- ☐ Organization accepts Scholarship application by **EMAIL**
- ☐ Organization **ONLY** accepts Scholarship application by **MAIL**
- ☐ Organization accepts Scholarship application by **EMAIL and/or MAIL**

\_\_\_\_\_  
 Email Address

OR

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

\*If teacher recommendations are needed, ask your teacher to email letter, with the scholarship name included to Mrs. Jones - [Michelle.K.Jones@lcps.org](mailto:Michelle.K.Jones@lcps.org)

\*Recommendation(s) will be sent from:

\_\_\_\_\_  
 Additional Info:

➤ *There are no fees for scholarship transcript requests*