



## Life Skills Records Request Instructions

Students or Schools requesting transcripts for (Life Skills High School-Rooming Rd.).

1. Are solely responsible for filling out our Records Request form to its entirety.

If the Records Request Form is turned in incomplete. Your request will be put on hold until all information has been received. We are not responsible for searching or tracking down a student, institution or their information.

We solely store records for Life Skills in storage we do not know information on hand or the contents in student files.

### **Process for requesting transcripts are as follows**

- Complete Records Request Form to its (entirety)
- Click on Our PayPal link to purchase your request
- Fax to 216-587-5292 or email (akolb@capellahs.net)
- If a student is requesting transcripts- they will need a government issued id faxed/scanned along with request

\*You can also have the school that you will be attending fax over their own Records Request.

\*Transcript Request are processed within 7-10 business days. Holidays are not included.