

---

# LITTLE MIAMI HIGH SCHOOL

3001 E. US 22 & 3, Morrow, OH 45152

## Transcript Request Form for Little Miami Graduates

Name (First,Last,Maiden)\_\_\_\_\_

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

Daytime Phone Number\_\_\_\_\_)

Official Transcript \_\_\_\_\_(must be in a sealed envelope for college/university)

Unofficial Transcript\_\_\_\_(for personal use)

Send transcript to (name and address of school if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By submitting this completed form, I authorize Little Miami High School to forward a transcript to the address listed above. The Family Educational Rights & Privacy Act of 1974 states that in order to release school records, a signature must be provided.

\_\_\_\_\_  
Signature – Required

The cost to complete this request is \$3.00 per transcript. This completed form should be mailed along with a check or money order payable to Little Miami High School to the address listed below.  
**Please do not send cash in the mail**

Little Miami High School  
Attn: Transcripts  
3001 E. US 22 & 3  
Morrow, OH 45152

Method of payment: \_\_\_\_\_ Check# \_\_\_\_\_

\_\_\_\_\_ Money Order

\_\_\_\_\_ Cash – (walk in requests only)

**Your request will be processed within 3 to 5 business days**



Cathy Trevathan  
Kevin Harleman  
Chad Huelsman  
Matt Louis

Principal  
Assistant Principal  
Assistant Principal  
Athletic Director

PHONE (513) 899-3781  
FAX (513) 899-4912  
[www.littlemiamischools.com](http://www.littlemiamischools.com)

---