

Lexington Public Schools

Registrar's Office

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The Registrar's office manages transcripts for current and past students. This includes processing more than 8,000+ transcript requests for college applications per year. In addition, former students request transcripts for a variety of reasons (e.g. employers, higher education, etc.). The registrars are also the primary source for [Work Permits](#) for the town residents (ages 14 – 17). The Registrar's office creates and edits the LHS School Profile annually, facilitates functions in Aspen (e.g. grade changes, transcript updates, etc.), and is the School Site Manager for [SCOIR](#).

Registrar's Office, Room 152

781-861-2320 (p)

781-861-2421 (f)

Registrar: Karen Hurley, khurley@lexingtonma.org, x69126

Assistant Registrar: Jane Aronson, jaronson@lexingtonma.org, x69127

Transcript Information/Forms for Current LHS Students:

- Seniors: [12th Grade should request official transcripts through Scoir](#)
* [Senior Video Instruction](#) * Fill out the [Transcript Request Form](#) and return it to the Registrar's Office.
- [12th Grade - How to access grades from 9-11 in Aspen](#)
- LHS Request Deadlines for seniors are due 4 weeks prior to preferred college due date.
- Families will be billed \$6.00 for each transcript sent.
Parents/guardians will be billed in April by the electronic [My School Bucks](#) e-School payment center.

- [LHS Current Student:](#)
 - **Transcripts** can be used for Coaches, parents, College Counselors and scholarships. Please request a transcript using the [LHS current student transcript request form](#).
 - **Official transcripts for the RMV and Voting** are free and can be requested here: [LHS current student official transcript request form](#).
 - [Fillable LHS Transcript Request Form](#)
- [Private School & Summer Program](#)
- [Transcript Financial Assistance:](#) Email Kathleen Henry at khenry@lexingtonma.org for an application. Apply for F.A. early to avoid being billed in the Spring.
- [Testing Scores:](#) You must have SAT & ACT scores officially sent from the collegeboard.org or the [ACT.org](https://act.org) to your college(s). If scores are missing in SCOIR, email your scores with your name on them to jaronson@lexingtonma.org.

Transcript Information for Alumni/Former Students:

- Are you looking for a copy of your LHS transcript? Need verification that you graduated for employment? [LHS Former Student - Transcript Request Form](#)
- [Transcript Request Frequently Asked Questions](#)