Records Release Form (Former Students)

Submission Instructions

1. Submit records fee (per copy) using one of the following methods:
   • Online via credit card at ucls.uchicago.edu/alumni/transcripts
   • By mail to: The Laboratory Schools, Office of the Registrar, 1362 E. 59th St., Chicago, IL 60637
   • In person at the Office of the Registrar, Blaine Hall, Room S101
   
   Note: No fee is charged to the most recently graduated high school class.

2. Submit a completed Records Release Form in one of the following ways:
   • By email: registrar@ucls.uchicago.edu
   • By mail to: The Laboratory Schools, Office of the Registrar, 1362 E. 59th St., Chicago, IL 60637
   • In person at: Office of the Registrar, Blaine Hall, Room S101
   • By fax to: 773-702-7455

Former Student Information

Name: _______________________________ Class Year: ____________________________
   (name while enrolled)

Email Address: ___________________________ Date of Birth: _______________________

Payment Method

☐ Online via credit card   ☐ Check or money order payable to: The University of Chicago Laboratory Schools

Special Instructions

☐ Standardized Test Scores   ☐ Other: ___________________________________________

Addresses for Transcript Delivery

Name _______________________________ Name _______________________________
Street _______________________________ Street _______________________________
City __________ State ____ Zip _________ City __________ State ____ Zip _________

Signature and Date

Signature: _______________________________ Date: ___________________________
   (required for release of records)

OFFICE USE ONLY   Date Received: ______________ Date Fulfilled: ______________