



REQUEST FOR OFFICIAL TRANSCRIPTS

STUDENT INFORMATION

(All information below must be complete)

Form with fields for Last Name, First Name, MI, Student Identification Number, Social Security Number or alternate Student ID Number, Street Address, Date of Birth, City, State, Zip Code, Telephone Number, and LAVC Attendance.

TYPE OF REQUEST

Form with checkboxes for Regular and Rush or Instant requests, including pricing and processing time information.

MAIL TRANSCRIPT TO

Student is responsible for correct address
Check the box to use your name and address

Form with fields for name and address for mailing transcripts.

NOTE: IF YOU ARE REQUESTING TRANSCRIPTS FOR SOMEONE OTHER THAN YOURSELF YOU MUST HAVE WRITTEN PERMISSION FROM THE STUDENT. TRANSCRIPT REQUEST WILL NOT BE PROCESSED WITHOUT STUDENT SIGNATURE. PLEASE MAKE SURE THAT ALL GRADES ARE POSTED BEFORE REQUESTING TRANSCRIPTS. WE DO NOT HOLD FOR GRADES. IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL GRADES ARE POSTED BEFORE ORDERING TRANSCRIPTS.

X

STUDENT SIGNATURE

OFFICE USE ONLY

Form for office use with fields for Clerk, Date, Fee Paid, and checkboxes for Rush Completed, Completed, Mailed, Reordered, AF, and PAF.