



Official Transcript Release \*

13356 Eldridge Ave. Sylmar, Ca 91342-3245

STUDENT'S NAME LAST FIRST MI
NAME LAST FIRST MI
(IF DIFFERENT WHILE ATTENDING LAMC)

BUSINESS OFFICE
B. Office Initials:
Charges Paid \$
Receipt#
'R' HOLDS
A&R Initial's
DATE MAILED:

BIRTH DATE / /

Note: Student needs to see a counselor for these services.
CSU CERTIFICATION (No Rush Available)
IGETC CERTIFICATION (No Rush Available)
Partial IGETC requires a counselor's approval.
DO YOU HAVE TRANSCRIPTS ON FILE FROM OTHER COLLEGES (for certification only)?

REGULAR PROCESSING
TAKES 5 TO 7 WORKING DAYS
(Rush is \$10.00 per copy for SAME DAY PROCESSING SERVICE)
(In Person {ISSUED TO STUDENT} or Next Business Day Postmark - Regular U.S. mail only. (New Fiscal Policy.) Please, NO PERSONAL CHECKS)

PLEASE MAIL TRANSCRIPT(S) NUMBER

\*Admissions is not able to hold transcript release for posting of grades. Only RUSH requests are available for pick-up.

I.D. NUMBER TELEPHONE NUMBER ( )

MAIL TO:

Mail address box 1

Mail address box 2

STUDENT SIGNATURE DATE

PRINT YOUR EMAIL BELOW:

If you so request, a notification that your transcript was processed will be sent to the LACCD email below:

(Name)
(LACCD Student Email Address)

ADMISSIONS AND RECORDS OFFICE USE ONLY
Your transcript was mailed as requested
Date Sent:
Certification Completed: Full Partial None
The transcript was not mailed for the reason(s) below.\*
Free Transcripts Already Used. Please send payment. Incomplete Information. Please supply your:
You must clear with following:
Library Financial Aid Office
Business Office
Other