



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)
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:

[Empty box for mailing address]

[Empty box for mailing address]

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.*
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You must clear with following:
Library Financial Aid Office
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