Los Angeles Southwest College
REQUEST FOR TRANSCRIPT

PRINT FIRMLY
(This is a two-part form)

PROCESSING TAKES 5 DAYS

TRANSCRIPT FEE: $3.00
PER COPY AFTER FIRST TWO COPIES ISSUED.

EMERGENCY PROCESSING: $7.00

STUDENT'S NAME
LAST
FIRST
M.I.

NAME
LAST
FIRST
M.I.

(IF DIFFERENT WHILE ATTENDING LASC)

STUDENT ID NUMBER

BIRTH DATE
/
/

TELEPHONE NUMBER

DATES ATTENDED LASC
FROM
TO

TRANSCRIPTS SHOULD BE HELD FOR:
☐ THIS SEMESTER FINAL GRADES
☐ POSTING DEGREE
☐ GRADE CHANGE - FOR WHAT COURSE
☐ STATE COLLEGE CERTIFICATION / IGETC
(See College Catalog for CSU or IGETC Gen. Ed. Requirements)

*DO YOU HAVE TRANSCRIPTS ON FILE FROM OTHER COLLEGES?
YES
NO

LIST COLLEGES:

*NOTE: Maximum 12 units may be certified from other California institutions ONLY.

STUDENT'S SIGNATURE

DATE

PRINT YOUR ADDRESS BELOW:

Notification that your transcript was processed will be mailed to the address below:

(Name)

(Address)

(City) (State) (Zip Code)

FOR OFFICE USE ONLY

Date Sent:

Certification Completed:

Full Partial None

Your transcript was not mailed for the reason(s) below.*

Transcript Fee Due $____________

Incomplete Information. Please supply your:

You must clear with the following:

Library Financial Aid

Business Office

other

*Your request will remain active for fifteen (15) days so that you can provide the information requested. After a fifteen day period, you will need to make a new request.

WHITE - COLLEGE
CANARY - STUDENT