



LAKE ERIE COLLEGE

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Painesville, Ohio 44077
Phone: 440.375.7010
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OFFICE USE ONLY:	
Date Received _____	
Date Processed _____	Staff Initials _____
Payment: Cash Check CC	Amount _____
Recorded on Spreadsheet	<input type="checkbox"/>

Transcript Request

PLEASE PRINT

Full Name (include last name as a student)	Student ID# or SS#	Date
Address	City & State	Zip Code
(_____) Contact Phone / E-Mail Address (required for any questions in processing this request)		

Did you graduate from Lake Erie College? Yes No Graduation Date/Dates Attended _____

Program(s): Undergrad MBA MEd MSPAS Professional Development High School Post Bach Endorsement

Hold until current semester grades are recorded? Yes No Hold for degree conferral? Yes No

*Please use the space below to record your transcript destination(s).
If an Official transcript is to be sent to you, to give to a 3rd party, write that it needs to be stamped over the envelope seal, otherwise the transcript will be stamped "Issued to Student."*

Official _____ Unofficial _____	Official _____ Unofficial _____
_____	_____
_____	_____
_____	_____
Official _____ Unofficial _____	Official _____ Unofficial _____
_____	_____
_____	_____
_____	_____

STUDENT SIGNATURE: REQUIRED BY FEDERAL LAW TO RELEASE TRANSCRIPT(S)

Official Transcript processing fee is **\$5.00** per copy

Please allow 2-4 business days for processing from the date received in our office (5-7 days during high volume times)

Payment can be made with cash, check payable to Lake Erie College, or by charge to Visa, MasterCard or Discover

Full Name on the Credit Card: _____

Billing Address: _____
(if different than above)

Card # _____ Exp. Date _____ Security Code _____

Total Amount \$ _____
Must be included

Student Signature (MANDATORY) _____