



Office Use Only: Date Received, Date Processed, Staff, Payment: Cash Check CC, Recorded on Spreadsheet

TRANSCRIPT REQUEST

Full Name (at time of attendance), ID# or SS#, Date, Address, City & State, Zip Code, Phone #, Email

Did you graduate from Lake Erie College? Yes No, Graduation Date/Dates Attended, Complete Transcript, Specify which degree/program to display

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 (repeated for multiple destinations)

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 Credit Card, Billing Address, Card #, Exp. Date, Total Amount \$, Student Signature