



Office Use Only:

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_ Staff \_\_\_\_\_

Payment: Cash Check CC Amount \_\_\_\_\_

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

-OR-

☐ 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).**

**Requests for electronic transcript can only be processed through the National Student Clearinghouse website.**

**If an Official transcript is to be sent to you, to give to a 3<sup>rd</sup> 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 Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(if different than above)

Card #: \_\_\_\_\_ CVC: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Total Amount \$ \_\_\_\_\_  
Must be included

Student Signature \_\_\_\_\_

04/16/2025