

# TRANSCRIPT REQUEST FORM

Official Transcripts can be ordered online at [parchment.com](http://parchment.com)

## SERVICE REQUEST

- Rush: \$10.00** – Processed within 3 business days after this form is received.
- Same Day: \$10.00** Processed at the counter (for records after 1974 only).
- Regular: \$3.00** - Processed within 10 business days after this form is received.

Last Name	First Name	Middle Initial	Student ID Number or SS Number
Maiden/different name used		Date of Birth	Phone number

## Disclaimer:

- I understand that: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Transcripts can only be released to third party with an Authorization to Release Information Form signed by the student (one release authorization for per transaction).
- I understand that: We do not hold transcripts for grades, petitions or graduation. It is my responsibility to ensure that all grades are posted and any petitions approved and noted on my record prior to submitting this request.

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

Date: \_\_\_\_\_

Total Copies Requested

## OFFICIAL TRANSCRIPT RECEIPT

SEND TO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## FOR OFFICE USE ONLY

- RUSH REQUEST \$10.00 e/a X \_\_\_\_\_ Copies = \$ \_\_\_\_\_ Mail  Pick up
- REGULAR REQUEST \$3.00 e/a X \_\_\_\_\_ Copies = \$ \_\_\_\_\_ Mail  Pick up

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LOS ANGELES PIERCE COLLEGE**  
Admissions and Records Office 6201 Winnetka Ave. Woodland Hills, CA  
91371 <http://piercecollege.edu/admissions/>