

REQUEST FOR OFFICIAL TRANSCRIPT

Please Print

Last Name First MI

Street Address Apt. #

City State Zip

Student ID Number

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Social Security Number

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BIRTHDATE

Month Day Year

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() _____

TELEPHONE - DAY

() _____

TELEPHONE - EVENING

Please print any and all other names you have used

DATES ATTENDED PIERCE:

FROM: semester/year TO: semester/year

Important Note: Only coursework taken at Pierce College will be included; no transcripts will be sent until all financial obligations within the Los Angeles Community College District are paid.

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Clerk: _____	<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> No Holds	<input type="checkbox"/> Fee Paid
<input type="checkbox"/> MAIL	<input type="checkbox"/> PICK-UP _____	<input type="checkbox"/> Post Card	
	date		
<input type="checkbox"/> READY TO ORDER	<input type="checkbox"/> ORDERED _____	<input type="checkbox"/> MAILED _____	REORDERED

Mail Transcripts to:

(Student is responsible for correct address. Print clearly! Write "SAME" below if you want the transcript sent to your home address.)

NUMBER OF COPIES:

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<p>_____ STUDENT SIGNATURE</p>	<p>_____ DATE</p>
<p>(PARENTS OF MINOR STUDENTS MUST HAVE WRITTEN PERMISSION FROM THE STUDENT)</p>	

Any of the following may delay processing:

- Hold for final grades for: _____ Semester/Year
- Hold until degree is recorded: _____ Semester/Year
- Hold for grade change in _____ Course/Semester/Year
- Hold for Academic Renewal Petition: _____ Semester/Year
- Hold for repeated course petition _____ Course/Semester/Year
- Hold for CSU Certification (attach CSU petition)
-
- Work in progress (current class schedule)
- Release transcript prior to final grade check

Cost (Cash or Check Only):

Regular: \$3 – Processed and mailed in 10 working days
Rush: \$10 – In person ordering or mailed in 2 working days. **

***Records that include coursework completed prior to the Spring 1974 semester are NOT available for in-person ordering (2 working-day processing time required if ordered on a rush basis)*

You may mail this request with the appropriate payment to:
ADMISSIONS & RECORDS, L.A. PIERCE COLLEGE, 6201 WINNETKA AVENUE, WOODLAND HILLS, CA 91371