



3000 Campus Hill Drive  
 Livermore, CA 94551  
 Tel: (925) 424-1500  
 Fax: (925) 606-6437  
 www.laspositascollege.edu/admissions

## Office of Admissions and Records

PLEASE TYPE OR PRINT LEGIBLY.

### TRANSCRIPT REQUEST

Date of Request: _____	Number of copies requested: _____
Student ID: _____	TYPE OF SERVICE: <input type="checkbox"/> RUSH (2 business days) <input type="checkbox"/> REGULAR (10 business days)
Name: _____	WHEN SHOULD TRANSCRIPT BE PROCESSED? <i>(Please indicate semester)</i>
Other name or alias: _____	<input type="checkbox"/> Now <i>(current semester, not waiting for grades)</i>
Street Address: _____	<input type="checkbox"/> After final grades are recorded for _____
City, State, Zip: _____	<input type="checkbox"/> After degree is recorded for _____
Birthdate: _____	<input type="checkbox"/> After incompletes/grade changes are made for _____ semester
Phone: _____	Special instructions: _____
Email: _____	

#### MUST USE SEPARATE FORMS FOR MULTIPLE COLLEGES/INSTITUTIONS

Send transcript to: (Please print legibly)

Student pick up at Office of Admissions & Records  
 (Photo ID required at the time of pick up)

Name/Institution: \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address  
 City, State, Zip: \_\_\_\_\_

TYPE OF PAYMENT:

VISA  MASTERCARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

I authorized Las Positas College to charge my credit card for the following amount: \$ \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

PRINT THIS FORM & SIGN.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### TRANSCRIPT PROCEDURES

- If you have previously requested two or more transcripts and/or you attended prior to Summer 1994, a fee of \$3.00 for each copy must accompany this request. Payments will be accepted by check or money order, payable to **Las Positas College**. **Please do not send cash.**
- Regular service:** Please allow ten (10) business days for processing - first two are free, each additional is \$3.00  
**Rush service:** Please allow two (2) business days for processing: Rush transcript is \$10.00, each additional is \$3.00 if ordered at the same time.
- Transcript will not be issued until all monetary holds are cleared with the Office of Admissions & Records.
- Las Positas College will forward record of work completed at Las Positas College and/or Chabot College only. Copies of transcripts from other institutions are NOT included. Transcript from other institutions must be ordered from original sources.
- If sending transcripts to different recipients, please use a separate form for each request.

**Please mail this form to:**  
**Las Positas College**  
**Attn: Transcript Request**  
**3000 Campus Hill Drive**  
**Livermore, CA 94551**

**Fax to:**  
**Attn: Transcript Request**  
**(925) 606-6437**

**Email to:**  
**Attn: Transcript Request**  
**jlawes@laspositascollege.edu**

#### BUSINESS OFFICE USE ONLY

AMOUNT PAID \$: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ DATE SENT: \_\_\_\_\_