

OFFICIAL TRANSCRIPT REQUEST FORM

Lamar State College-Port Arthur

Records Office

PO Box 310

Port Arthur, TX 77641

Fax #: 409-984-6025

Mail or fax request

All obligations to LSC-PA must be cleared before transcripts may be released. Transcript requests are processed and mailed free of charge within 1 to 2 days, and those sent to student will be designated "Issued to Student". During peak registration times, transcript requests may have a longer processing time. Official transcripts will be sent via US Postal Service, so please allow for mail delivery time to reach institution. **LSC-PA will not fax transcripts.** If you need transcripts sent to multiple addresses, please complete form for each one.

Please print and complete all information below for prompt processing:

Mail transcript to:

How many copies? _____

Name/Institution: _____

Address: _____

City/State/Zip: _____

First Name: _____ MI: _____ Last Name: _____

Maiden/Other Name: _____ Date of Birth: _____

Student ID #: _____ Social Security #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number where you can be reached: _____

Are you a current student? (circle) Yes No Approximate last year attended: _____

Will anyone other than yourself be picking up your transcript in person with your permission to do so?

If so, list that person's name: _____ (we will ask for picture ID)

I hereby give my consent to release my academic transcript as requested:

Student's Signature: _____ **Date:** _____

Check Appropriate Line:

Please mail transcript to the individual/institution as requested.

Hold transcript for final grades. Specify term: _____

Hold transcript for posting of degree. Graduation date: _____

----- OFFICE USE ONLY -----

Processed by: _____ Date: _____

Special notes/Indicate any holds: _____