



# Lamar State College – Port Arthur Official Transcript Request Form

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 business days, and those sent to student will be designated "Issued to Student." 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.**

Please print and complete all information below for prompt processing:

Student ID or Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN

**HOLD FOR CURRENT SEMESTER GRADES:** YES NO  
(For students currently enrolled and need transcript printed after grades post)

**HOLD FOR POSTING OF YOUR DEGREE?** YES NO **GRADUATION DATE:** \_\_\_\_\_

Number of Copies to Pick Up:  (Stamped ISSUED TO STUDENT) Number of Copies to Mail:  (Provide mailing information below)

\_\_\_\_\_  
Name/Institution Address City State Zip

\_\_\_\_\_  
Name/Institution Address City State Zip

Phone number where you can be reached: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you give someone else permission to pick up your transcript on your behalf? If so, please list that person's name: \_\_\_\_\_ (we will ask for picture ID or DL)

Reason for Request: \_\_\_ Transferring to University \_\_\_ Transferring to a 2 year campus  
\_\_\_ Employment \_\_\_ Personal Records

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

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

**All transcript request forms may be sent by mail to Admissions and Records Department, PO Box 310, Port Arthur, TX 77641, by email to [transcripts@lamarpa.edu](mailto:transcripts@lamarpa.edu), or by fax to (409) 984-6025.**