

# Certificate Check Request

200 South 14th Street  
Parsons, KS 67357  
registrar@labette.edu



**Before the official degree check will be evaluated by the Registrar,**

- official high school transcript, General Education Development (GED) or State Certificate must be on file in the Registrar's Office;
- all official college transcripts from other institutions must be on file in the Registrar's Office;
- the certificate check request form must be signed by the student's major advisor and
- the certificate check request form must be completed in its entirety or will be returned to the advisor.

Student's Name \_\_\_\_\_ LCC Student ID # \_\_\_\_\_

Local Address \_\_\_\_\_  
Street City State Zip Code Cell Phone #

(This address will be used to send a copy of the completed degree check and the first correspondence regarding graduation.)

LCC student email address \_\_\_\_\_  
(All Communication for this process will be sent to this email account).

Certificate \_\_\_\_\_

Advisor \_\_\_\_\_

Catalog year \_\_\_\_\_

List of all Colleges you have attended \_\_\_\_\_

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

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Student and advisor will receive a copy of the official certificate check. Students must have an overall GPA of 2.0 or better to graduate.

**Office Use only:**

- Official College transcripts on file with the Registrar's Office.
- Official High School transcripts on file with the Registrar's Office.