

# TRANSCRIPT REQUEST

Fee: \$5.00 per transcript



**Labette**  
Community College

200 South 14th • Parsons, Kansas 67357 • (620)421-6700 • [www.labette.edu](http://www.labette.edu)

**\*\*OFFICE USE ONLY\*\***

Time Recvd \_\_\_\_\_

Date Sent: \_\_\_\_\_

Payment: \_\_\_\_\_

B.O. Staff Initials: \_\_\_\_\_

Sent By: \_\_\_\_\_

Transcript requests will only be on file for 30 days if the transcript cannot be processed due to holds or lack of payment.

## Print and complete all information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Maiden: \_\_\_\_\_

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Attended LCC: (Month/Year) \_\_\_\_\_ Do you have hours prior to 1980 \_\_\_\_\_ Phone# \_\_\_\_\_

### Check options that apply:

Mail Now     Mail After Current Semester Grades Are Recorded     Overnight (\$25.00 extra charge & must include physical address of where transcript needs to be sent. PO Box WILL NOT work for Overnight.)

Mail after degree is posted    *\*\*Transcripts will be sent to the Admissions Office unless otherwise indicated\*\**

If mailing transcript include name of individual and/or name of the institution and complete address (Make sure the address is correct):

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| _____    | _____    |
| _____    | _____    |
| _____    | _____    |

Fax transcript - must include fax number and name of individual and/or Institution: \_\_\_\_\_

(Note: Faxed transcripts may not be accepted by all institutions.)

For Pick up (If someone else will be picking up your transcript, print their name: \_\_\_\_\_)

Note: Photo Identification, such as a drivers license, is required by anyone picking up a transcript.

Mail Transcript Request to the address above, Attn: Admissions Office or fax request to (620) 421-0180. Transcripts requested and paid for before noon will be ready after 3:00 p.m. the same day. Questions? Call 1-888-LABETTE or (620) 421-6700, ext. 1244, 1236 or 1264.

Transcripts cannot be released without the student's written permission. This is in accordance with the Family Educational Rights and Privacy Act. There is a \$5.00 fee per copy, which must be received before processing begins. Transcripts will NOT be released if you have a hold.

Unofficial transcripts can be printed from the RedZone on our website, [labette.edu](http://labette.edu), using your Student ID number and PIN.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Payment Information (Questions call (620) 820-1231 or 820-1282):

MasterCard or Visa Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_