



3000 Campus Hill Drive  
 Livermore, CA 94551  
 Tel: (925) 424-1544  
 Fax: (925) 606-6437  
 www.laspositascollege.edu/admissions

**Office of Admissions and Records**

**PLEASE TYPE OR PRINT LEGIBLY.**

**TRANSCRIPT REQUEST**

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

Send transcript to \_\_\_\_\_  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 institutions, 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  
 lpc-admissions@laspositascollege.edu

**BUSINESS OFFICE USE ONLY**

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