



REQUEST FOR UNOFFICIAL TRANSCRIPT

Date of Request:

Number of copies request:

Student ID or Social Security Number:

Name at time of attendance:

Street Address:

City, State, Zip:

Telephone:

Date of Birth:

Email Address:

Dates of attendance at Las Positas College

From (Term/Year):

to (Term/Year):

Please check one:

I will pick up at the Office of Admissions & Records (photo ID required at time of pickup)

Send transcripts to the address below (1 request form per address listed) – please type or print complete name of recipient and address legibly.

Student Signature

Date

UNOFFICIAL TRANSCRIPT PROCEDURES

- **PROCESSING TIME:** Requests may take up to 10 business days to process.
- Las Positas College will send record of work completed at Las Positas College and/or Chabot College only. Copies of transcripts from other institutions are NOT included. Transcripts from other institutions must be ordered from original school(s).
- **MAIL SERVICE:** All transcripts are sent regular 1st class mail through the U.S. Postal Service. We do not provide express/overnight mailing service. When mailing transcripts, we cannot assure that your transcript will reach its destination. Once the transcript leaves LPC, it is the responsibility of the U.S. Postal Service to deliver.
- **FORM SUBMISSION:**
 - **Email:** lpc-admissions@laspositascollege.edu
 - **Mail or In-Person:** Las Positas College – Admissions and Records
Attn: Unofficial Transcript Request
Building 1600, Room 1670
3000 Campus Hill Dr
Livermore, CA 94551

STAFF USE ONLY

Rec'd By:

Date sent: