



Lake Tahoe Community College Official Transcript Request Form

Return to:
Admissions & Records
One College Drive
S. Lake Tahoe, CA 96150
A&R Fax: (530) 542-1781

Transcript Information: *(Please read before completing this form.)*

1. Transcript will only include courses taken at Lake Tahoe Community College.
2. Courses for the current quarter and/or a quarter that has just ended will not appear on the transcript until the grade posting process has been completed (2-4 weeks after the end of the term). Grades and unofficial transcripts may be available via WebReg during this period.
3. No transcript will be furnished until all financial obligations to the college are satisfied.
4. Normal processing time (depending on the time of year) is **7-10 working days**. Rush transcripts are available for an additional fee and are processed within 2-4 working days. Please allow additional time for delivery if transcript is mailed.
5. **If you have previously requested two (2) or more transcripts, you will be charged \$3.00 per transcript.** (The first two transcripts are free.) Rush transcript requests will be processed for an additional \$10.00 fee per transcript request.
6. Official transcripts are sent in sealed envelopes to the name and address provided by the student. To avoid delivery problems, provide complete name and address. **Transcript is VOID (unofficial) if envelope is opened by student.**

Student ID	Last Name	First Name	Middle Name	Other Names Used at LTCC
Birthdate	Last Attended (Quarter/Year)	Phone	E-mail Address	

I hereby authorize Lake Tahoe Community College to release my official transcript and/or verification to any institution, agency and/or person listed in the box below.

Signature: _____ Date: _____

<p>Please send _____ copy(ies) of my transcript to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Send transcript now (processed in 7-10 working days)</p> <p><input type="checkbox"/> Rush transcript now (processed in 2-4 working days)</p> <p><input type="checkbox"/> Send transcript at the end of the quarter (mark quarter/yr) Summer Fall Winter Spring 20__</p> <p><input type="checkbox"/> Verification form (mark quarter/yr) Summer Fall Winter Spring 20__</p> <p><input type="checkbox"/> Work in progress (current quarter only)</p> <p><input type="checkbox"/> Other: _____</p>	<p>Please send _____ copy(ies) of my transcript to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Send transcript now (processed in 7-10 working days)</p> <p><input type="checkbox"/> Rush transcript now (processed in 2-4 working days)</p> <p><input type="checkbox"/> Send transcript at the end of the quarter (mark quarter/yr) Summer Fall Winter Spring 20__</p> <p><input type="checkbox"/> Verification form (mark quarter/yr) Summer Fall Winter Spring 20__</p> <p><input type="checkbox"/> Work in progress (current quarter only)</p> <p><input type="checkbox"/> Other: _____</p>
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ALL FEES MUST BE PAID IN ADVANCE. To pay by credit card (Visa, MasterCard, Discover), please complete the following section.

I hereby authorize Lake Tahoe Community College to charge my credit card in the amount of \$ _____.

Credit Card Number: _____

Exp. Date: _____ Billing zip code: _____ VIN: _____
(3-digit code on back of card)

Cardholder's name: _____

Cardholder's signature: _____

Official Use Only

of copies _____ = \$ _____

of rush _____ = \$ _____

Paid \$ M/V Chk = \$ _____

Initials: _____

Processed by _____ Date _____

Trans log _____ Date _____

Date sent: _____