

A wet signature and a copy of a valid photo ID is required if
this form is returned using a personal email address.



Official Transcript Request Form

Please read the entire form before submitting to Enrollment Services.

Transcripts (hard copies) will only include courses taken at Lake Tahoe Community College. Courses for the current quarter and/or a quarter that just ended will appear on the transcript as IP (in progress) until grades are posted; may take 2-4 weeks after end of the quarter. **Please allow time for processing and delivery if transcript is mailed through the U.S. Postal Service (USPS).**

Return to:

Enrollment Services
One College Dr.
South Lake Tahoe, CA 96150
enrollmentservices@ltcc.edu

- 1. Regular Processing:** The first 2 copies are free for the regular processing time of **7-10 working days**. After using your free copies, transcripts are **\$5.00 per copy**.
- 2. Rush Processing:** **\$15.00 total per copy** and processed within **2-4 working days**.
- 3. Express same day processing:** **\$25.00 total per copy**. Transcripts may be picked up or sent through USPS.
- 4. End of the Quarter Processing:** Transcripts are mailed once **all** grades are submitted and verified. Please allow at least 2-4 weeks for the transcript to be delivered after the end of the quarter. Review regular processing for charge rates.
- 5. Verification Form:** All Verifications of Enrollment are free of charge and are processed once a week. Please allow additional time for delivery.
- 6.** Electronic email delivery may only be requested through the [National Student Clearinghouse Transcript Ordering Center](#).

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 transcripts and/or verification to any institution, agency and/or person listed below. To avoid delivery problems, please provide the complete name and mailing address. Please note we do not accept electronic signatures unless form is sent from your LTCC email.

Signature:

Date:

Please send ____ copy(ies) of my transcripts to: _____ _____ _____ _____ Regular Processing (processed in 7-10 working days) Rush Processing (processed in 2-4 working days) End of Quarter Processing (processed in 2-4 weeks after quarter ends. Mark quarter/year) Summer Fall Winter Spring Year Verification Form Summer Fall Winter Spring 20____ Other: _____	Please send ____ copy(ies) of my transcripts to: _____ _____ _____ _____ Regular Processing (processed in 7-10 working days) Rush Processing (processed in 2-4 working days) End of Quarter Processing (processed in 2-4 weeks after quarter ends. Mark quarter/year) Summer Fall Winter Spring Year Verification Form Summer Fall Winter Spring 20____ Other: _____
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ALL FEES MUST BE PAID IN ADVANCE. To pay by credit card (Visa, MasterCard, Discover, American Express), please complete the following section. Credit Card information is not needed if paying with cash or check.

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

Credit Card Number: _____ Exp. Date: _____ VIN: _____

Cardholder's name: _____ Cardholder's signature: _____

Please note we do not accept electronic signatures unless form is sent from your LTCC email.

Official Use: # of copies: _____ = \$ _____	# of Rush: _____ = \$ _____
# of Express: _____ = \$ _____	# of Overnight: _____ = \$ _____
Total: \$ _____	
Paid: \$ M/V/D/AX/Check Receipt # _____ Processed By _____ Date _____	

We cannot process the transcript request if you list an email address in the recipient field above. Electronic email delivery may only be requested through the National Student Clearinghouse Transcript Ordering Center.