Las Positas College
3033 Collier Canyon Rd
Livermore, CA 94551
Tel: (925) 424-1500
Fax: (925) 606-6437
www.laspositascollege.edu

Office of Admissions & Records
Building 700

TRANSCRIPT REQUEST

Date of Request: ___ ___ / ___ ___ / ___ ___ ___ ___ Number of copies requested: _____

Student ID or Social Security Number: ___ ___ ___ ___ ___ ___ ___ ___ ___

Name: _____
Last First Middle

Street Address: _____

City, State, ZIP: _____

Telephone: _____

Birthdate: ___ ___ / ___ ___ / ___ ___ ___ ___

Other name or alias: _____

WHEN SHOULD TRANSCRIPT BE PROCESSED?

(Please indicate semester.)

- ☐ Now
- ☐ After final grades are recorded for _____ Semester
- ☐ After degree is recorded for _____ Semester
- ☐ After incompletes/grade changes are made for _____ Semester

Special Instructions: _____

DATES OF ATTENDANCE AT LAS POSITAS COLLEGE: From _____ (Term/Year) to _____ (Term/Year)

Send transcript to: (Please print legibly)

_____

_____

_____

_____

Signature of student authorizing release of transcript: _____ Date: _____

TRANSCRIPT PROCEDURES

1. 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.
2. Please allow at least seven (7) business days for processing.
3. Transcripts will not be issued until all monetary holds are cleared with the Office of Admissions & Records.
4. 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. Transcripts from other institutions must be ordered from original sources.
5. If sending transcripts to different recipients, please use a separate form for each transcript request.

Please mail this form (and payment if applicable) to:

Las Positas College
Attn: Transcripts
3033 Collier Canyon Road
Livermore, CA 94551

FOR OFFICE USE ONLY

Amount Paid $_____ Received by: _____ Date Sent: _____