



**Lassen Community College**  
**ADMISSIONS & RECORDS**  
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 Phone:(530)251-8808 Fax:(530)251-8802  
 E-Mail: [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu)

**TRANSCRIPT REQUEST FORM**

Please print and complete a separate request for each transcripts being sent to a different location.

LCC ID# or SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Years of Attendance: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Initial Maiden/Other Name

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Street/P.O. Box City State Zip

\_\_\_\_\_  
Signature Date

HOLD FOR END OF SEMESTER GRADES (**ONLY ACCEPTED THE LAST MONTH OF THE SEMESTER**)

Regular

**Send Transcript(s) to:** Name/School: \_\_\_\_\_

OR

# of Copies

Department/Person: \_\_\_\_\_

RUSH

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**TRANSCRIPT FEES:**

- \* The first two regular transcripts, in a lifetime, are FREE. (Does not apply to RUSH transcripts)
- \* Regular Transcripts after the first two are \$5.00 each. (**Transcripts leave our office within 5 Business days or 10 Business days at the end of the semester, after grades are posted**)
- \* RUSH transcripts are \$10.00 each. (**RUSH Transcripts leave our office 24 hours after we receive the request, Available Monday through Thursday ONLY NOT AVAILABLE DURING BUSY TIMES**)
- \* Unofficial transcripts are available through MY LASSEN LCC PORTAL
- \* **OFFICIAL TRANSCRIPTS ARE SENT BY REGULAR MAIL ONLY**

**\*All requests after first two free ones must be accompanied with payment. Make checks payable to Lassen Community College or provide Visa/MasterCard information below.**

NAME ON CARD: \_\_\_\_\_ VISA/MC NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee: \_\_\_\_\_ Receipt: \_\_\_\_\_ Processor: \_\_\_\_\_