

TRANSCRIPT REQUEST FORM
LEE COLLEGE
ADMISSIONS OFFICE
PO BOX 818
BAYTOWN, TX 77522-0818
FAX #: 281-425-6831 OFFICE #: 281-425-6393
Mail or fax request

All obligations to Lee College must be cleared before transcripts may be released. Transcript requests are processed and mailed free of charge within 1 to 2 days. Transcripts sent to student will be designated "Issued to Student".

I hereby give my consent to release my academic transcript as requested below:

Student's Signature: _____ Date: _____

Please print and complete all information below with dark ink for proper and prompt processing.

**** Correct and legible address is the student's responsibility ** Lee College will not fax transcripts ****

Mail transcript to: _____ How many? _____

Name: _____

Address: _____

City/State/Zip: _____

My First Name: _____ MI: _____ Last Name: _____

Maiden/Other Name: _____ Date of Birth: _____

Student's Lee College ID: _____ Social Security #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number where you can be reached: _____

Are you a current student? (circle) Yes No Approximate last year attended: _____

Check Appropriate Box:

- ☐ Please mail transcript to the institution/individual as requested.
- ☐ Hold transcript for final grades. Specify term: _____
- ☐ Hold transcript until after grade change. Specify: _____
- ☐ Hold transcript for posting of degree.

For Office Use Only
Special Instructions:

Date Sent: _____

Sent by: _____

During peak registration times, transcript requests may have a longer processing time. Lee College mails official transcript by US Postal Service, please allow for mail delivery time to reach institution.

Revised 10/09