

# Transcript Request



391 West Washington Street Painesville, Ohio 44077

Phone: 440.375.7010 Fax: 440.375.7014

PLEASE PRINT

Full Name (include last name as a student) Student ID# or SS# Date

Address City & State Zip Code

( )  
Contact Phone / E-Mail Address (required for any questions in processing this request)

Did you graduate from Lake Erie College? Yes No Graduation Date/Year(s) Attended \_\_\_\_\_

Program (only circle programs to be included): Undergraduate MBA MEd Professional Development High School

Hold until current semester grades are recorded? Yes No

*Please use the space below to record your transcript destination(s).*

*If an Official transcript is to be sent to you, to give to a 3<sup>rd</sup> party, write that it needs to be stamped over the envelope seal, otherwise the transcript will be stamped "Issued to Student."*

Official \_\_\_\_\_ Unofficial \_\_\_\_\_

Official \_\_\_\_\_ Unofficial \_\_\_\_\_

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Official \_\_\_\_\_ Unofficial \_\_\_\_\_

Official \_\_\_\_\_ Unofficial \_\_\_\_\_

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STUDENT SIGNATURE: REQUIRED BY FEDERAL LAW TO RELEASE TRANSCRIPT(S)

**Official Transcript processing fee is \$10.00 per copy**

**Please allow 2-4 business days for processing from the date received in our office (5-7 days during high volume times)**

*Payment can be made with cash, check payable to Lake Erie College, or by charge to Visa, MasterCard or Discover*

Full Name on the Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(if different than above)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

Must be included

Student Signature (MANDATORY)