

# Request for Official Transcript



391 West Washington Street Painesville, Ohio 44077

Phone: 440.375.7010 Fax: 440.375.7014

PLEASE PRINT

Name (include last name as a student if you attended prior to 1994) \_\_\_\_\_ Student ID# or SS# \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(\_\_\_\_\_) \_\_\_\_\_  
Contact Phone / E-Mail Address (for any questions in processing this request) \_\_\_\_\_

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

Program: Bachelor \_\_\_\_\_ Master \_\_\_\_\_ Professional Development \_\_\_\_\_ High School \_\_\_\_\_

\_\_\_\_\_ Check here to hold until current semester grades are recorded

*Please use the space below to record up to four addresses for transcript destination.  
If 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.  
If transcript is for you then it will be stamped "Issued to Student."*

1) \_\_\_\_\_ 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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 \_\_\_\_\_

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

Total Amount \$ \_\_\_\_\_  
Must be included

Student Signature (MANDATORY) \_\_\_\_\_