

**Transcript Request Form**

Official Use Only	
\$	_____
Initials	_____
Date	_____
Time	_____

List number of copies in box provided

**NUMBER OF COPIES: OFFICIAL**

**NUMBER OF COPIES: UNOFFICIAL**

Today's date: \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Name (Print Clearly) \_\_\_\_\_

'Other' Last Name(s) \_\_\_\_\_ Student ID/SSN \_\_\_\_\_

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

Date of Birth \_\_\_\_\_ Approximate Dates of Attendance \_\_\_\_\_

Send transcript to (school or person): \_\_\_\_\_

Office/Attn: \_\_\_\_\_

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

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

**SIGNATURE** \_\_\_\_\_

- ❖ The first two official transcripts within the Contra Costa Community College District are free. After this, official transcripts are \$5.00 each.
- ❖ Unofficial transcripts are available for a \$1.00 fee (students can print a free unofficial transcript from WebAdvisor)
- ❖ Rush service is available at \$10.00 additional per transcript in addition to the regular processing fee.
- ❖ Express service is available for in person processing at \$25.00 in addition to the regular processing fee.

Transcripts may be requested by mail, fax or in person; email is not allowed. Transcripts processed through the LMC Admissions & Records Office will reflect LMC history only. LMC uses regular postal service only. Multiple requests will be treated as separate requests. Check WebAdvisor prior to requesting your transcripts to ensure grades and/or degrees have been posted. We will not hold transcript requests for grades or degrees to be posted.

- **Normal processing** will take up to 7-10 working days. **Pick up service is not allowed for normal processing.**
- **Rush transcripts** received by 3:00 pm Monday through Thursday and 12:00 noon on Friday are processed the following business day by 10:00 am. Rush transcripts may be mailed or picked up by the student (Photo ID required). If the student has not picked up the transcript in one month, it will be mailed to the address provided. IGETC or CSU GE certification is not allowed for rush service.
- **Express Service Transcripts** must be requested in person at the main campus (Pittsburg) and is produced within one hour. IGETC or CSU GE certification is not allowed for express service.

**Faxed Copies Must Have:**

MC/VISA \_\_\_\_\_

Expiration date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**TO MAIL THIS FORM, PLEASE SEND TO:**  
**Los Medanos College**  
**Admissions Office/Transcript Request**  
**2700 East Leland Road**  
**Pittsburg, CA 94565**  
 (Mailed forms may be paid by check made out to "LMC",  
 MasterCard or VISA)  
**(925) 427-6351 (Fax Number)**

SPECIAL HANDLING	
_____	Rush Request – Pick up (Please provide student's current address in space above.)
_____	Rush Request – Mail
_____	Express Processing (in person only)
_____	IGETC Certification (rush/express not allowed—must be mailed to institution only)
_____	GE Certification (rush/express not allowed)