



Transcript Request

For College Transcripts:
 Student Records
 Lakeshore Technical College
 1290 North Avenue
 Cleveland, WI 53015-1414
 Phone: 920.693.1888
 Fax: 920.693.3561

For GED/HSED Transcripts:
 Assessment Center
 Lakeshore Technical College
 1290 North Avenue
 Cleveland, WI 53015-1414
 Phone: 920.693.1184
 Fax: 920.693.1376

Please PRINT Clearly:

Student ID Number _____ Date of Birth _____

Social Security Number _____

Name _____

Student's Signature (required) _____ Date _____

Street _____

PO Box _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Former (Maiden) Names _____

Number of Copies _____

Indicate Date/Dates of Enrollment at LTC _____ to _____

Program _____

Are you an LTC Graduate: Yes No _____ Year

When should transcript be processed:

Now Hold until this term's grades are recorded

SS22-1 2/2010

Mail Transcripts to:

Attention _____

Name _____

Office _____

Street _____

PO Box _____

City _____

State _____

Zip _____

College transcript fees include:

- **No fee for college transcripts (does not include GED/HSED) requested through MyLTC. (Requires logging in with a UserID and password and completing "Transcript: Request Official.")**
- **\$5 for *official* transcripts requested in writing, in person, by mail, or by fax.**
- **\$10 for *official* transcripts requested in person and needed immediately.**
- **No fee for *unofficial* (student copy) transcripts**