

## **TRANSCRIPT REQUEST**

### **LONG BEACH CITY COMMUNITY COLLEGE DISTRICT LONG BEACH CITY COLLEGE**

1. Transcripts will not be issued until; all outstanding accounts with the District are settled.
2. The first two copies are free. Please check with the Admissions Office for current charges for additional copies.
3. Please complete all information on the transcript request form.
4. Submit one request for each mailing address; **STUDENT IS RESPONSIBLE FOR CORRECT ADDRESS.**
5. Transcripts are mailed directly from L.B.C.C. in sealed envelopes.
6. Requests being held for current semester grades will be mailed approximately 30 working day (excluding holidays and weekends) after the end of semester. Otherwise allow 10 working days for handling. Emergency transcripts are available unless **GENERAL EDUCATION CERTIFICATION** is required.
7. Student records are confidential. Transcripts will be issued only at the request of the student.
8. If this transcript is being sent to a University of California or California State University Campus such as UCLA or CSULB, complete the General Education Certification part of the transcript request.

**FOR CALIFORNIA STATE UNIVERSITY STUDENTS**

**PLEASE READ**

All students requesting transcripts for the California State University General Education Certification must complete this form and submit it along with the Transcript Request form.

Please circle:

Student will be responsible for delivery to CSU..... Yes No

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CSU to be certified

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Date

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Signature

Student wishing an IGETC certification for the University of California or California State University must initiate the request with a counselor.

Student wishing Plan B pass along certification for the California State University must initiate the request with a counselor.

## TRANSCRIPT REQUEST

Stu. ID No. \_\_\_\_\_ Today's Date \_\_\_\_\_

**CHECK APPROPRIATE BOX:** (Mark only one box per form)  
Send my Transcript:

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Now. It will not include grades for the current term.

Other Name at LBCC \_\_\_\_\_ Birthdate \_\_\_\_\_

Hold for Final grades of current term.

Current Address \_\_\_\_\_

Street \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby grant permission for LBCC to release all permanent transcript records as per the Family Rights and Privacy Act.

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Signature:** \_\_\_\_\_

NO. OF COPIES Official Copies \_\_\_\_\_ Student Copies \_\_\_\_\_ Last 4 Digits SSN \_\_\_\_\_

First Attended LBCC \_\_\_\_\_ Last attended LBCC \_\_\_\_\_

Send To \_\_\_\_\_

NAME OF INSTITUTION OR PERSON

1. Transcripts only include coursework taken at LBCC.
2. Allow at least 10 working days for processing and at least 30 working days (excluding holidays and weekends) at the
3. No transcript will be furnished if there is an outstanding debt.
4. Fill out a separate request for each transcript address.

\_\_\_\_\_  
NUMBER STREET

\_\_\_\_\_  
CITY STATE ZIP CODE

**Send to: Long Beach City College  
Pacific Coast Campus – Transcripts Dept.  
1305 E Pacific Coast Hwy  
Long Beach, CA 90806**

Long Beach City College will not release transcript from other institutions  
A5(Revised 3/93)