LOS MEDANOS COLLEGE
Admissions and Records

Transcript Request Form

(Not to be used for IGETC/CSU GE Certification)

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): _____
Last Name First Name

Other Last Name(s): _____Student ID/SSN: _____

Email Address: _____@insite.4cd.edu (All communications will go through your InSite email)

Date of Birth: _____ Approximate Dates of Attendance: _____

Send transcript to: _____

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 Processing is available at $10.00 additional per transcript in addition to the regular $5 processing fee (if applicable).
- Express Processing is only available in person for $25.00 in addition to the regular $5 processing fee (if applicable).
- IGETC or CSU GE certification cannot be requested on this form (see separate form).

Transcripts may be requested directly through InSite-WebAdvisor (call us to reactivate your account), in person or by mail; email and fax requests are not allowed. Transcripts processed through the LMC Admissions & Records Office will reflect LMC courses 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.**

- **Regular Processing** will take up to 7-10 working days. **Pick up service is not allowed for regular processing.**
- **Rush Processing** 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.
- **Express Processing** must be requested in person at the main campus (Pittsburg) and is produced within one hour (Photo ID required).

Credit Card Number_____

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
This form can be mailed with a check made out to LMC or MasterCard, VISA, Discover - Questions (925) 439-2181 x7500
Fax Requests are Not Accepted

SPECIAL HANDLING

☐ Rush Request – Pick up
(Please provide student's current address in space above.)

☐ Rush Request – Mail

☐ Express Processing (in person only)

Revised 07-26-11