



Transcript Request

Office of the Registrar • 366 Luna Drive
Las Vegas, New Mexico 87701 • www.luna.edu
505.454.2548 • Fax: 505.454.5348

IMPORTANT: A copy of your photo ID is **REQUIRED** when ordering a transcript.

ONLY ONE REQUEST PER FORM

Name: _____ SSN or LCC ID#: _____
First Middle Last

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____

Other Name(s) Used: _____ Date of Birth: ____/____/____ First Enrolled at LCC: ____/____/____
Semester Year

NOTE: Place a in this box if you would like your address and/or phone number updated in our computer system !

TRANSCRIPT TYPE – SELECT ONE

- Official Unofficial >>> **Free Unofficial copies are also available to students online at <https://pathways.luna.edu>**
- Electronic Official

DELIVERY METHOD/FEE – PERSONAL CHECKS NOT ACCEPTED

- Pick Up /\$7.00 (Photo ID is required) Regular Mail /\$7.00 Electronic Official /\$7.00

L >> If someone is picking up the transcript for you, specify name: _____

WHEN TO PROCESS – SELECT ONE

- ASAP to Recipient Below After Final Grades have Posted After Degree/Certificate has Posted

RECIPIENT

Name/Institution: _____

Email Address (if Electronic Official): _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature (required): _____ Date: _____

TRANSCRIPT SERVICE POLICY

- A copy of your photo ID is **REQUIRED** when ordering a transcript. Emailed requests MAY BE SENT TO registrar@luna.edu
- Photo ID required for requests marked for pick up and will be held for 30 days after which it will be shredded and all fees forfeited.
- If ordering by mail, attach a cashier's check or money order. **PERSONAL CHECKS ARE NOT ACCEPTED.** If request is faxed in, fees must be paid by debit or credit card by calling the LCC Business Office at 505.454.2500 ext. 1001 or 800.588.7232.
- Transcripts (official & unofficial) will not be issued if any financial obligations are due to the College.
- Transcripts will be issued in 2-3 working days and are processed in the order received. However, please allow 2-3 weeks for processing if the request is made at the beginning or end of a term.
- Transcripts that are sent or given to the student are marked "Issued to Student" and may not be acceptable to all institutions.
- Official copies of work transferred to LCC must be requested directly from the institution where the coursework was completed.
- All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written permission.

BUSINESS OFFICE USE ONLY

Cleared by: _____
Amount Paid:\$ _____
Receipt #: _____

Revised/Effective: 04/28/2017

REGISTRAR OFFICE USE ONLY

Request Processed by: _____

Date Processed Sent: _____