



# 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



>> 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](mailto: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: \_\_\_\_\_