

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: First	Middle Last	SSN or LCC ID#:
Address:		Phone Number:
City:	State:	Zip:
Other Name(s) Used:	Date of Birth:	/ First Enrolled at LCC:/
TRANSCRIPT TYPE – SELECT ON	Email Address:	
		to students online at https://pathways.luna.edu
Electronic Official	riee onomicial copies are also available t	o students online at <u>https://pathways.huna.edu</u>
	s required) 🔲 Regular Mail /\$7.00	Electronic Official /\$7.00
DELIVERY METHOD/FEE – PERS	SONAL CHECKS NOT ACCEPTED	<b>L</b>
you, specify the name:(Id requ		>> If someone is picking up the transcript for
WHEN TO PROCESS – SELECT C	JNIE ·	w ☐ After Final Grades Have Posted ☐ After
	Degree/Certificate has Pos	ited
RECIPIENT		
City:	State:	Zip:
	Student Signature (required):	Date:
TRANSCRIPT SERVICE POLICY	. , , ,	
A copy of your photo ID is	<b>REQUIRED</b> when ordering a transcript.	Emailed requests MAY BE SENT TO registrar@luna.edu
<ul> <li>Photo ID required for required for feited.</li> </ul>	ests marked for pick up and will be held	for 30 days after which it will be shredded and all fees
	a cashier's check or money order. PER	RSONAL CHECKS ARE NOT ACCEPTED. If the request is
faxed in, fees must be paid 800.588.7232.	d by debit or credit card by calling the LC	CC Business Office at 505.454.2506 ext. 1001 or
	ficial) will not be issued if any financial o	bligations are due to the College.
	n 2-7 working days and are processed ir s made at the beginning or end of a term	the order received. However, please allow 2-3 weeks for
, ,		ed to Student" and may not be acceptable to all institutions.
•	·	ly from the institution where the coursework was completed.
	orized by the student's signature by the l student will not be honored without the	Family Educational Rights and Privacy Act of 1974. Requests
BUSINESS OFFICE USE ONLY	Student will not be nonored without the	REGISTRAR OFFICE USE ONLY
Cleared by:		Request Processed by:

Date Processed: \_\_\_\_\_

Revised/Effective: 09.06.2022

Amount Paid: \$\_\_\_\_

Receipt #:\_