



TRANSCRIPT REQUEST

To:

School _____

Address _____

City, State, Zip _____

To Whom It May Concern:

I have been provisionally admitted to Luna Community College in Las Vegas, New Mexico. My application requires an official transcript from your institution. Please forward an official transcript of my record(s) to:

**Office of Admissions
Luna Community College
366 Luna Drive
Las Vegas, NM 87701**

The transcript I am requesting is: _____ High School Transcript

Notice to High School: If student is a candidate for graduation, please DO NOT send transcript until graduation date has been posted to transcript.

Signature

Print Name

Street or Box Number

City, State, Zip Code

Social Security Number _____

Year Graduated _____

Date of Birth _____

Maiden Name _____

NOTE TO STUDENT: As a courtesy, Luna Community College assists you by submitting this Initial request on your behalf. However, it is your responsibility to satisfy admissions requirements by making sure we have received all your official transcripts. Some institutions may not release transcripts until a fee is paid; you may need to contact the institution personally to take care of this. Transcripts must be mailed directly from the institutions to Luna Community College to be considered official. Faxes will not be accepted.



“Creating Opportunities for You!”

