Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

RUSH

OFFICIAL TRANSCRIPT REQUEST FORM

(5/2016)

RUSH Processing Fee = $10.00 per transcript

COMPLETE ALL FIELDS BELOW *and* PLEASE PRINT LEGIBLY

LAST NAME:	FIRST NAME:	MI:	STUDENT ID #: *(9 digits)*

ADDRESS:			SOCIAL SECURITY #: *(9 digits)*

CITY:	STATE:	ZIP CODE:	DATE OF BIRTH: *(MM/DD/YYYY)*

MAIDEN or OTHER NAMES:	FIRST SEMESTER of ATTENDANCE:	EMAIL ADDRESS:

STUDENT'S SIGNATURE & TODAY'S DATE: *(Unable to process if missing signature)* *X*	PHONE NUMBER:

I understand that: under the Family Educational Rights and Privacy Act (FERPA) of 1974, transcripts may not be released without the written consent of the student.
We do not hold transcripts for grades, petitions or graduation. Make sure you've received your grades and had any petitions approved and noted on your record. All pending fees must be cleared prior to submitting this request.

☐   **I am requesting _____ RUSH *"ISSUED TO STUDENT"* transcript(s) to be handed to me today**

AND / OR

☐   **I am requesting _____ RUSH transcript(s) to be *MAILED* to the following address(es) :**

1
To: _____
Attn: _____
Address: _____
_____
City, State, Zip Code:
_____

2
To: _____
Attn: _____
Address: _____
_____
City, State, Zip Code:
_____

3
To: _____
Attn: _____
Address: _____
_____
City, State, Zip Code:
_____

4
To: _____
Attn: _____
Address: _____
_____
City, State, Zip Code:
_____

FOR OFFICE USE ONLY:	CLERK:	TOTAL # OF TRANSCRIPTS: (_____)	☐ CASH ☐ CHECK # ☐ MONEY ORDER #	CREDIT CARD : ☐ VISA ☐ M.C. ☐ AMEX ☐ D.C.	DATE MAILED:
	NO HOLDS: ☐	x $10.00 ea. = **$**			REOR DATE: