

Las Positas College Scholarship Program
**UNOFFICIAL ACADEMIC TRANSCRIPT
REQUEST FORM.**

Student must submit directly to Admissions and Records Office, Building 1600

Submit request by March 7th, 2019 and pick up your transcript no later than March 11, 2019, 3:00 pm.

(Requests submitted after March 7th are not guaranteed to be processed in time to meet the Scholarship Deadline.)

YOU MUST SCAN AND UPLOAD YOUR UNOFFICIAL TRANSCRIPT TO YOUR GENERAL SCHOLARSHIP APPLICATION. You may NOT use your unofficial transcript printed directly from CLASS-Web or the Zone. **Only your unofficial transcript obtained directly from Admissions and Records will be accepted.**

TO: ADMISSIONS AND RECORDS OFFICE:

I am requesting one (1) unofficial academic transcript which will be used for my Las Positas Scholarship Application.

I understand that my transcript will be available for personal pick up directly from Admissions and Records. *I understand I must allow up to 3 business days for my transcript to be processed.*

I also understand that this copy will be provided free of charge, will be considered 'unofficial' and cannot be used as an official copy for purposes other than LPC scholarships.

Date submitted to Admissions Office _____

Name: _____
Print Neatly!

Las Positas College 'W' ID Number: W _____

Phone Number: _____ Zone email address: _____

Student Signature: _____ Date: _____