

UNOFFICIAL ACADEMIC TRANSCRIPT (PRC) REQUEST FORM

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

Instructions:

Your unofficial transcript ('PRC') will be emailed to you at the email address you indicate below.

You must save your unofficial transcript .pdf file to your hard drive or phone, and then upload the file to your online AwardSpring scholarship application.

You may NOT submit your unofficial transcript printed directly from the ZONE or Class Web. Only your unofficial transcript obtained from Admissions will be accepted.

TO: ADMISSIONS AND RECORDS OFFICE AT LPC:

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

I understand that my transcript will be emailed to me at the email address I provide below. I understand I must allow 5 working days for my transcript to arrive. If it has not arrived after 5 working days, I may follow up on my request by contacting Kathleen at kaubel@laspositascollege.edu or phone 925-424-1544.

PLEASE TYPE DIRECTLY ON FORM BELOW, OR PRINT VERY CLEARLY!

Student's Name _____

LPC Student ID number W_____

Email address:_____

Phone Number (_____)_____

Student Signature_____ Date_____