

Lamar State College – Port Arthur Official Transcript Request Form

All obligations to LSC-PA must be cleared before transcripts may be released. Transcript requests are processed and mailed free of charge within 1 to 2 business days, and those sent to student will be designated "Issued to Student." Official transcripts will be sent via US Postal Service, so please allow for mail delivery time to reach institution. **LSC-PA will not fax transcripts**.

Please print and complete all information below for prompt processing:

Student ID or Social Security Number:			Date of Birth:		
Name:					
LAST	FIRST	Μ	IDDLE	MAIDEN	
HOLD FOR CURRENT SEME (For students currently enrolle		YES NO	post)		
HOLD FOR POSTING OF YO		ES NO GF	RADUATION DAT	E:	
Number of Copies to Pick U (stamped ISSUED TO STUDENT)		of Copies to Mail			
Name/Institution	Address	City	State	Zip	
Name/Institution	Address	City	State	Zip	
Phone number where you c	can be reached:				
Email Address:					
Do you give someone else p	permission to pick up	your transcript on	ı your behalf? If s	o, please list that	
person's name:			(we will ask for picture ID or DL)		
Reason for Request: Transferring to University			Transferring to a 2 year campus		
Employment			Personal Records		
I hereby give my consent to	o release my academi	c transcript as rec	quested:		
ate: Signature:					
All transcript req	uest forms may be	e sent by mail t	o Admissions	and Records	

Department, PO Box 310, Port Arthur, TX 77641, by email to

transcripts@lamarpa.edu.