LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
8100 Hwy 71 South
Alexandria, LA 71302-9121
Records Office: (318) 473-6417 Fax Number: (318) 473-6418

Transcript Request

Student Name (please print) _____ Social Security Number _____

Phone Number _____ Date of Birth _____

Mailing Address _____ City _____ State _____ Zip Code _____

Are you currently enrolled at LSUA? Yes ☐ No ☐

If not currently enrolled, list semester and year you last attended: _____

Other names you may have attended under: _____

Email Address: _____

Requesting (Check one): **Official Copy** ($3 each) ☐
Unofficial Copy (No Charge) ☐

Number of Copies Requested: _____ **Total Charges:** _____

Other Instructions:

☐ * Electronically Submitted thru Escript-Safe (if school participates)

☐ Mail Now ☐ To be picked up

☐ Hold for final grades in semester year:_____

*Note: Please mail this form to the Records Office at the address listed above to request an **Official Copy** of your transcript. If you are requesting an **Unofficial Copy** of your transcript, you can fax this form to the fax number listed above. To protect the confidentiality of academic records, **LSUA does not fax transcripts.** Transcripts may be mailed or picked up with the written permission of the student. **Official Transcript Request must be audited before release; this process can take up to 7 days before being released.***

Electronic Submission of official transcript will be received faster than mailing once processed. If school/ business does not participate with Escript, we can email it directly to them, through Escript-Safe's email account.

This form authorizes the release of my academic records at LSUA to the person or institution addressed below. I understand that my transcript will not be released until all my financial and other obligations to the university are satisfied. I also understand that there is a $3 charge for each Official Transcripts.

Student's Signature _____ Date _____

Release To >>>>>>>>>>>>>>>>>>>>>>>>	
(Please insert the name and address of where your transcript should be sent.)	

Official Use Revised 02/10