

TRANSCRIPT REQUEST PROCEDURE

To request transcripts you will need to either come to the school in person or fill out a transcript request at the registrar's office, or submit your written request via mail or fax. The registrar's fax number is (310) 314-6053. Processing of transcripts takes approximately 5 business days. The processing fee per transcript is \$3.00.

Transcript requests must include the following information:

- Name (former names if applicable)
- ID Number and/or Social Security Number
- Phone Number where student can be reached
- Current Address
- Quantity of Transcripts Requesting
- If you will pick them up OR you would like them sent somewhere, and if you would like them sent somewhere, WHERE you would like them to be sent.

All requests MUST include a signature & the date, and will not be processed without a signature and the date. Requests for official transcripts will also not be processed unless a payment has been received. Payments can be made with a check, money order, or credit card. All payments must be made through accounting. To reach the accounting department please call (310) 314-6001.

