

Every student may receive two free Lassen Community College transcripts. A charge of \$3 will be made for each copy thereafter. There is a \$5 per transcript fee for express transcript requests. All transcripts requests must be made in writing. This written request may be made in person, by fax to (530) 251-8802, or by mail to: Lassen Community College, Attention: Admissions & Records, P.O. Box 3000, Susanville, CA 96130

To request a Lassen Community College Transcript, please use the [Request for Lassen Community College Transcript](#) form.

To request transcripts from other colleges to be sent to Lassen Community College, please use the [Request to Send Official Transcripts to Lassen Community College from another Institution](#) form.

Lassen Community College reserves the right to evaluate work completed in other colleges. Transfers with acceptable grades will be granted advanced standing provided the work completed corresponds with Lassen Community College curriculum. All students expecting veteran's benefits, degrees, or certificates must file a certified transcript of their record from all colleges previously attended with the Admissions Office. This material should be furnished at least two weeks prior to registration. Original transcripts submitted for admissions become the property of Lassen Community College and cannot be returned to the applicant.

All student information retained by Lassen Community College is confidential and cannot be released to outside parties without the written authorization of the student.

Transcripts will be withheld for any indebtedness due the District until satisfactory repayment arrangements are made with the District's Business Office (See Lassen Community College Board Policy 5320).

Students in default from receipt of a Stafford or Supplemental loan for students while attending Lassen Community College will have academic transcripts withheld until satisfactory repayment arrangements are made with their lender and notification is received from the lender (See Lassen Community College Board Policy 5320.1).

Forms:

[Request for Lassen Community College Transcript](#)

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