



Correspondence

Face to Face Semester (circle one):

Fall
Spring
Summer: _____
Year

Student Inquiry Form

Incarcerated Student Education Program

This form is for all Student Requests for Information that are beyond specific course material in face-to-face classes.

You must be a registered student with Lassen Community College to use this form.

Student Name: _____ Student ID: _____

Prison/Yard: _____ Housing Unit: _____

Date Submitted: _____ CDCR# _____

Follow these steps, then submit the form to the college coordinator or LCC inbox.
(Incomplete forms will be denied):

1. Completely fill out this form.
2. Clearly indicate (by checking the appropriate box) which area your question is directed. If it covers more than one area, check the box with the most pressing issue.
3. Please be patient for a response.

NOTE: Do not submit this form for registration sign up or to drop a class

Please check a box below and explain the reason for your inquiry here (additional room on the back of this form):

Request an Educational Advising "Ed Plan", including transcript evaluation. Attach any relevant forms or information, i.e. transcripts and list previous colleges attended: _____

Transcript request or question regarding transcripts received, including transcript evaluation

Petition to graduate form needed. List semester intending to graduate:

Request for missing grade or grade dispute (Class Name and Semester): _____

I would like to continue with LCC (online or on campus) upon release - Date if within 6 months: _____

Other, please write in your request using the box above