



**Mission:** To inspire lifelong learning and leadership through experience, excellence and innovation.  
**Vision:** Transforming the future through innovative learning.  
**Values:** We value learner success, integrity, respect, community, excellence and innovation.

LEADING.  
LEARNING.  
SINCE 1913.

## OFFICIAL TRANSCRIPT REQUEST

5707 College Drive, Vermilion, Alberta, Canada T9X 1K5 Tel: 1 800 661 6490 Fax: 780 853 8594 EMAIL: [transcripts@lakelandcollege.ca](mailto:transcripts@lakelandcollege.ca)

- A transcript will not be issued if you have outstanding fees.
- Standard processing time is five business days. This does not include delivery time, so please allow ample time for your transcript to reach its destination. You are responsible for providing complete information.
- Processing time at the end of Fall and Winter terms will be two weeks.
- Transcripts will be released to a third party only on presentation of written authorization from the student.
- Transcripts will be issued under the most recent registered name.
- Apprenticeship students – contact Alberta Apprenticeship and Industry Training at 1(800)248-4823 for your transcript.

### STUDENT INFORMATION

Last Name	First Name	Middle Name	LC Student ID# if known
Former Name	Home Phone #	Other Phone #	D.O.B. YYYY-MM-DD
Address			City
Province	Postal Code	Email	
Name of Program		Campus Attended	Years of Attendance YYYY-YYYY

### ISSUING INSTRUCTIONS

- Process Immediately   
  After final grades for term ending(month) \_\_\_\_\_   
  After certificate/diploma/degree awarded

### METHOD OF DELIVERY

- Mail to self at address above   
  Mail to another address below   
  Hold for pick up (photo ID required)

\*\*You must complete a separate form for each institution

# of Copies	Name of Institution		Attention
	Address		
	City	Province	Postal Code

### AUTHORIZATION

I hereby authorize Lakeland College to release the transcript(s) of my academic record as specified on this request.

Signature	Date
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The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under the Act. Information is collected for the purpose of providing official transcripts. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (5707 College Drive, Vermilion AB; 780-853-8524; [FOIP@lakelandcollege.ca](mailto:FOIP@lakelandcollege.ca)).