



Beginning Teacher Programs Transcript Request Form

Money order or cashier's check only made payable to LACOE

No. of Copies:

___ First Official Copy: \$10.00 each (mailed within 10 business days)

___ Additional Copies: \$5.00 each

___ Rush: \$15.00 each copy (mailed within 3-5 business days)

___ Total number of copies \$ _____ Total Remitted

STUDENT INFORMATION

Last Name: _____ First Name: _____

Previous Name(s): _____ Date of Birth: _____

Home Address: _____

City, State, Zip: _____

Phone: _____ email: _____

Signature of Student Date

Options for Transcript Delivery:

Mail to: home address above

Mail to: _____

Will pick up: 12830 Columbia Way, ECW 3230, Downey CA 90242

Turn in both transcript form and payment attention to Cheryl Gromis:

- by mail: LACOE, 9300 Imperial Hwy, ECW 3230, Downey, CA 90242
- in person: 12830 Columbia Way, ECW 3230, Downey, CA 90242

Transcripts will be held for 30 days and then destroyed. No refunds.

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