



Office of the Registrar, 4123 Woodland Drive, New Orleans, LA 70131 Phone: (504) 394-7744 WWW.OLHCC.EDU

TRANSCRIPT REQUEST

ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE CLEARED AT THE TIME OF ISSUE

Transcript requests are processed as rapidly as possible and are usually honored within one (1) day of request. Facsimile (FAX) requests will not be accepted. We must have your original signature on the request form. One week should be allowed for a request made at the end of any semester or summer term.

Name as it appears on Our Lady of Holy Cross College record:

Last First Middle Maiden / Other Names

Mailing Address: City State Zip Code

(Area Code) Home Phone (Area Code) Cell Phone

Social Security Number Date of Birth

Email Address Graduate of OLHCC?

LAST ENROLLMENT: o Current o Fall o Spring o Summer YEAR

I understand that transcripts will not be issued until all financial obligations to the College are cleared.

Signature for release of transcripts Date

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, OLHCC disclaims further responsibility.

Check if applicable: o Hold for Semester Grades o Hold for Grade Change in

MAIL TO THE ADDRESS BELOW (Please Print)

Form with ATTN: label and multiple empty lines for address information.

For Office Use Only

Number Requested: Date Received: Date Sent: