

Complete and return to:
Labouré College
Attn: Office of the Registrar
303 Adams Street
Milton, MA 02186
Fax: (617)296-7947 Email: registrar@laboure.edu

Date		Last 4 digits Social Security #	
Name on Record		ID#	
Street Address		Apartment #	
City ()	State	Zip Code	
Telephone	Email Address		

Official Transcript Request

Current Labouré College of Healthcare students, as well as former students and alumni can order official transcripts online through the National Student Clearinghouse. Students will have the option of ordering official transcripts to be delivered via mail or electronic PDF. The total fee for each official transcript is \$15 to be paid by any major credit or debit card when submitting the order. Transcript orders generally take about 3-5 business days to process (please give additional time if mailing).

If we are unable to produce a transcript for any reason the transcript fee will be refunded.

[PLEASE CLICK HERE TO ORDER OFFICIAL TRANSCRIPTS ONLINE](#)

Per policy, NO official or unofficial transcripts will be issued for current students, former students, and/or alumni whose financial obligations to Labouré College are due and/or unpaid. Any outstanding financial obligations to the College must be resolved with the Office of Student Accounts.

Unofficial Transcript Request

Complete the following information if you wish to order an unofficial transcript. Processing generally takes about 3-5 business days (please give additional time if mailing)

Select One: Mail Pick Up Email

Signature: _____ Date: _____

If selecting to mail your unofficial transcript:

Name		Suite#	
Street Address		Zip Code	
City	State	Zip Code	

Office Use Only	
Processed by: _____	Date: _____