



# Labouré College

## Office of the Registrar

### Transcript Request Form

Complete and return to:  
Labouré College  
Registrar  
303 Adams Street  
Milton, MA 02186  
Fax: (617) 296-7947  
Email: [Registrar@laboure.edu](mailto:Registrar@laboure.edu)

Date

Last 4 digits Social Security#

Name on Record

ID#

Street Address

Apartment#

City

State

Zip Code

Telephone

Email Address

### Transcript Request:

Please allow 3-5 business days for processing. Labouré College does not email or fax official transcripts.

#### ▲ Official Transcripts cost \$15.00/each.

Payments can be made by visiting the Welcome Center or by calling (617)-322-3517. Acceptable forms of payment include cash, check, money order, or credit/debit card (Master Card, Visa, or Discover). Credit/debit card payments may be made via phone. Checks/money orders may be sent via mail with this request form, paid to the order of Labouré College. DO NOT mail cash. All checks must clear before request is processed.

*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.*

Official Transcripts

Number of transcripts requested: \_\_\_\_\_

Unofficial Transcripts

Graduation/Anticipated Graduation Date: \_\_\_\_\_

Check One:     Mail     Pick Up     Hold for current semester grades     Hold for degree

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Mail to:

Name

Street Address

Suite #

City

State

Zip Code

#### Office Use Only

Financial Clearance: \_\_\_\_\_

Payment Received: (circle one):    Yes / No

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_