

Lane College
OFFICE OF THE REGISTRAR
JACKSON, TENNESSEE
Transcript Request Form

Instructions:

1. Please complete all fields on the form along with a physical signature. Incomplete information could result in a delay in processing your transcript.
2. Allow THREE (3) to FIVE (5) business days upon receipt of payment and request to process. This does not include mail time.
3. Official transcripts are \$2.00 per copy. Mississippi Industrial College transcripts are \$3.00 per copy. Check, money order, and debit/credit cards can be used to make payments.
4. Overnight service is \$30.00 plus the cost of the transcript. **Please, no P.O. Boxes.**
5. **Transcripts cannot be sent if there are outstanding financial obligations to the College.**

Student Information

Full Name		Name (s) used/Maiden Name	
Last Date of Attendance		Major	
Address		Email Address	
City	State	Zip	
Lane ID Number or Social Security Number		Date of Birth	Phone ()
Graduate	<input type="radio"/> Yes	<input type="radio"/> No	Circle One: Mail transcript OR Pick-Up
Mississippi Industrial College	<input type="radio"/> Yes	<input type="radio"/> No	Number of Copies:

Mailing Information (Leave blank if circled Pick-Up)

Name:		
Address 1:		
Attention (Person, Department, etc.):		
City:		
State, Zip:		
Shipping Method:	<input type="radio"/> Standard Mailing	<input type="radio"/> Federal Express Shipping

Payment Information

Cardholder's Name (as it appears on the card):	
Card Number:	
Expiration Date:	
Card Type (visa, master card, etc):	CVN: (3 digit code on the back of the card)
Student Signature: (required)	Mail or fax completed form to:
Date:	Lane College Attn: Registrar 545 Lane Avenue Jackson, TN 38305 Fax: 731.426.7594
Questions? Call 731.426.7600 or email registrar@lanecollege.edu	

Since the implementation of Section 438 of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974), it has become necessary for this office to have the student's written consent in order to obtain any information concerning his or her educational training at an institution of higher learning.