

**Southeastern Louisiana University  
Office of Records and Registration**

## Transcript Request Form

*(Request is valid for 30 days)*

**Transcript is to be:**

- Picked up by me
- Send electronically (please indicate email address)
- Faxed (**Unofficial Only**) (please indicate fax number)
- Picked up by a designated person (\*\*see name below)
- Send via US Mail (please indicate mailing address below)

**Number of Copies Requested** (Maximum of three per request)

Destination  
Email Address

Fax Number (Unofficial Transcript Only)

**Name and Address of where Transcript is to be mailed:**

Person, University / College, or Business Name:

Address:

City:

State:

Zip Code:

**Student's Information:**

Student's Last Name:

Student's First Name:

MI:

Last Name Used as a Student (if different):

Birthday:

Social Security Number:

Student ID Number ("W" Number):

Student's Mailing Address:

City:

State:

Zip Code:

Student's Phone Number (Cell):

Student's Phone Number (Home):

Approximate Dates of  
Attendance at Southeastern:

Are you a dual enrollment student?  YES  NO

Send transcript now?  YES  NO

Do you plan to graduate this semester?  YES  NO

**OR**

Hold transcript for:  End of current semester's grades to be posted  Posting of degree

\_\_\_\_\_  
Student's Signature (Required for release of information)

\_\_\_\_\_  
Date

\*\*Name of designated person to pick up transcript: (**Identification is required**):

**NOTES:** Students who have attended Southeastern Louisiana University are entitled to an official transcript of the work they have completed, provided they have cleared any and all outstanding accounts with Southeastern. *All transcripts mailed to students or picked up by students will be marked "Issued to Student."* Transcripts ordered for pick up **MUST** be picked up within 30 days. Transcripts not picked up within this time frame will be shredded and a new request will be required. Incomplete forms will not be processed. Processing time can be up to 7-10 business days.

**Complete and sign this request form and mail to:**  
Southeastern's Office of Records and Registration  
SLU 10752  
Hammond, LA 70402

**OR**  
**Fax to:**  
Southeastern's Office of Records and Registration  
(985) 549-5632