

How do I have a transcript sent to LSC?

MNSCU Transcripts

If you need an official transcript from a [Minnesota State College or University](#), LSC may be able to obtain it free of charge.

Currently enrolled LSC students should complete the [attached form](#) and send it to Shannan Ellis at s.ellis@lsc.edu to obtain those transcripts.

All other transcripts

Federal and state privacy laws require that students sign a written consent form in order to have their transcript released. There is generally a fee associated with this. Check the web page or contact the college or university previously attended for their specific requirements. Information usually required in your request includes the following:

Name on transcript

Date of request

Current name

Student ID or Social Security Number

Approximate dates of attendance

Name and address where you want the transcript sent

Include designated fee

Transcripts sent to LSC should go to Admissions unless an LSC employee has specifically asked that you send the transcript to his or her attention.