Request to Release Official Transcripts
Practical Nursing
Louisiana State University Shreveport
College of Education & Human Development
One University Place
Shreveport, LA 71115-2399
Phone: (318) 798-4173
Fax: (318) 797-5350

To request your official PRACTICAL NURSING TRANSCRIPT, please print and complete this form. After completing all fields, sign and date the form, then mail or fax the completed form to the LSUS College of Education & Human Development Practical Nursing Program. Official requests are processed as quickly as possible and are usually processed within 5-7 business days of receipt of the request. The first two transcripts are free and $5.00 (cash or money order) for each one after that. We do not accept checks.

Student Information (Please print name as it appears on LSUS records):

Last, First, Middle

Date of Birth: _____________________________

Social Security Number or Student ID

Street Address

City, State, Zip Code

( ) _______ ________ Daytime Phone Number

Purpose of Official Transcript Request:

__________________________________________

Last semester attended? _____ Fall _____ Spring _____ Summer Year: _________

Please mail my official PRACTICAL NURSING TRANSCRIPTS TO (please print):

________________________________________________________________________

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** Official Transcripts will not be issue until all financial obligations to the University are cleared**

Student Signature for Release of Transcript(s) __________________________ Date

(Revised 11/2021)