



West Los Angeles College
UNOFFICIAL Transcript Evaluation Petition

Instructions:

1. Complete this form and attach complete unofficial transcript. The unofficial transcript must visibly display the institutions name and the student's name.
2. Email to Transeval@wlaac.edu or submit to the Admissions and Records Office.
3. An email notification will be sent to your LACCD email address once the unofficial evaluation is complete.

This evaluation is considered *unofficial*. In order for the evaluation to be considered official please have official transcripts from previous institutions sent directly to the Admissions and Records Office at 9000 Overland Avenue, Culver City, CA 90230.

Hand delivered transcripts **WILL NOT** be considered official. Transcripts must be sent directly to WLAC.

First Name	Middle Initial	Last Name	Student ID Number:
Other names used:		Date of birth:	Telephone Number:
Address:	City:	Zip:	LACCD E-mail address:

*The following evaluation is considered **UNOFFICIAL**. You must have your official transcripts sent to our institution for the evaluation to be considered **OFFICIAL**.*

<i>Student's Signature:</i>	Date:
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List all schools attended: Example: West Los Angeles College
Name of School:

Evaluator's Signature:	Date:
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