



TRANSCRIPT REQUEST for HIGH SCHOOLS

REQUEST OPTIONS

High School students must also order college transcripts if they have earned college hours elsewhere. Official transcripts will **only be accepted** if sent directly by the institution. Transcripts submitted via the student's personal email are considered unofficial and will not be accepted for admission verification.

Electronic Option (most recommended in U.S.)

- 1 Go to www.parchment.com and create an account.
- 2 Follow the instructions on the reverse of this page, pay the corresponding fees (if any), and submit your transcript(s) to **Laredo College**. The processing time for your request may vary by school district.
- 3 Check your email account and confirm you've received a confirmation number email as proof of submission and as a tracking tool. It will help trace the status of your request.
- 4 Log on to www.laredo.edu/mylcstatus to verify whether your order has been received and processed at Laredo College.

In Person Option

You may visit either of our two locations to drop off an official sealed envelope transcript for admission verification. Unsealed envelope transcripts will not be considered official.



Office of Admissions - Ft. McInstosh
Lerma Pena, Room 160
West End Washington Street
Laredo, TX 78040

Office of Admissions - South Campus
Billy Hall, Room A135
5500 South Zapata Highway
Laredo, TX 78046

International applicants must present their original high school transcript to the Office of Admissions for verification purposes. After the transcript is reviewed, a copy will be made immediately, and the original document will be returned to the applicant.

Mail Option

You may mail out your official sealed transcript(s) to the following address at Laredo College:

Laredo College - Ft. McInstosh
Office of Admissions
Lerma Pena, Room 160
West End Washington Street
Laredo, TX 78040



Laredo College - South Campus
Office of Admissions
Billy Hall, Room A135
5500 South Zapata Highway
Laredo, TX 78046

Official high school transcripts may take up to **five business days** to arrive at Laredo College. The Office of Admissions is **not responsible** for mailing out original international transcripts back to the applicant once it is collected. Contact our office for options.

Disclaimer: Processing times may vary according to the volume of transcripts received at the Office of Admissions.

Revised 01.03.2026

Office of Admissions | 956.721.5109 | admissions@laredo.edu

Laredo College is an equal access, equal opportunity organization. Learn more at <https://www.laredo.edu/title-ix>.



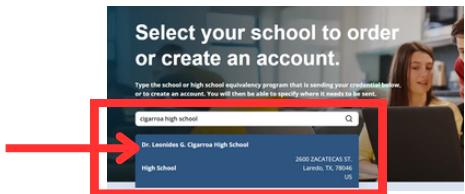
High School TRANSCRIPT REQUEST VIA PARCHMENT

INSTRUCTIONS

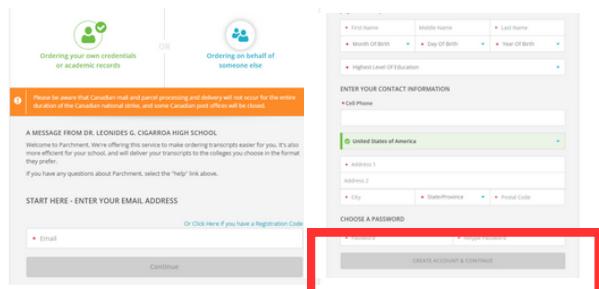
1 Go to www.parchment.com, click on ORDER NOW, and type your high school name.



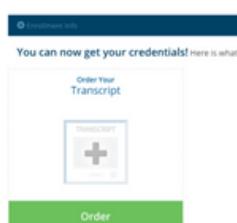
2 From the list of schools, select the high school that matches your search.



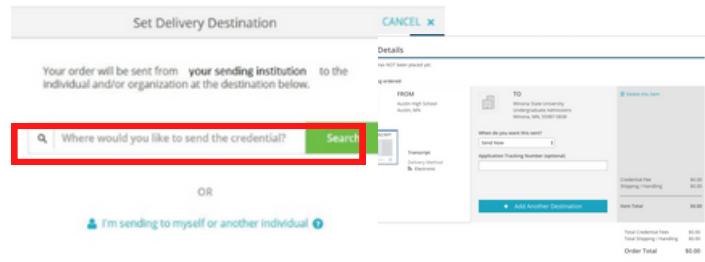
3 Type your email, personal information, and click “Create Account & Continue.”



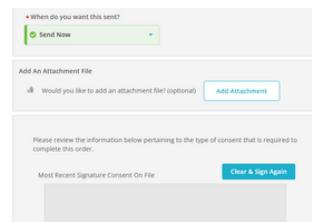
4 BEGIN YOUR ORDER
Click Order under the name of your school.



5 Type Laredo College as the receiving institution. It may still come out as Laredo Community College.



6 Select “Send Now” under the transcript details total, and add your signature.



7 On the “Provide Consent” section, you (or your parent/guardian) MUST authorize Parchment to release your transcript from your school. Please sign using your mouse.

Finally, you will make a payment (if applicable) and begin tracking your order.

Note:

If your school does not work with Parchment, contact the Office of Admissions for guidance.

Revised 01.03.2026