



Office of the Registrar – 545 Lane Avenue, Jackson, Tennessee 38301 (731) 426-7600 – email: registrar@lanecollege.edu

Request for Official Mississippi Industrial College Transcript

Instructions:

1. Please complete all fields on the form along with a physical signature. Incomplete information could result in a delay in processing your transcript.
2. Allow FIVE (5) to SEVEN (7) business days upon receipt of payment and request to process. This does not include mail time.
3. Official Mississippi Industrial College transcripts are \$3.00 per copy. Check or money order can be made payable to Lane College to make payments.
4. Rush and Overnight services **are not** available for former Mississippi Industrial College students.

Student Information

Full Name		Name (s) used/Maiden Name	
Last Date of Attendance (<i>Month/Year</i>)		Major	
Address		Email Address	
City	State	Zip	
Social Security Number		Date of Birth	Phone ()
Graduate	<input type="radio"/> Yes	<input type="radio"/> No	Circle One: Mail transcript OR Pick-Up
Number of Copies:			

Mailing Information (Leave blank if circled Pick-Up)

Name of Destination:
Attention (<i>Person, Department, etc.</i>):
Address:
City:
State, Zip Code:

Student Signature: (required)	Mail completed form to: Lane College Attn: Registrar 545 Lane Avenue Jackson, TN 38301
Date:	
Questions? Call 731.426.7600 or email registrar@lanecollege.edu	

Since the implementation of Section 438 of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974), it has become necessary for this office to have the student's written consent in order to obtain any information concerning his or her educational training at an institution of higher learning.