

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
OFFICE OF EDUCATIONAL SERVICES  
POLICY & PROCEDURE MANUAL**

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Original Issue Date: 1995	Policy #: <b>450</b>
Supersedes: September 26, 2019	Effective Date: March 30, 2023

Subject:  
**TRANSCRIPT AND ENROLLMENT  
VERIFICATION REQUESTS**

Individuals / Committees Consulted:  
Office of Educational Services

Reviewed & Approved by:  
Student Support Services  
College Governance

Approved by:  
  
Director, Office of Educational  
Services  
(signature on file)

**PURPOSE:**

To establish the process for requesting enrollment verification or transcripts

**POLICY:**

Enrollment verification and transcript requests must be submitted in writing.

Examples of types of verification requests are:

- Verification for insurance, child day care, L.V.N. continuing education, bus pass, etc.
- Scholarship/employment eligibility
- College/university application.

Transcript fees are listed on the School of Nursing Cost and Fees Schedule and may change without notice

- Regular processing: \$10.00 per copy (10 business days, does not include mailing time)
- Rush processing: \$20.00 per copy (1-2 business days, does not include mailing time)

Transcript and Enrollment Verification requests will not be processed without a signed request form.

**PROCEDURE:**

**Transcript Request**

Requestor:

- Mail in Request:
  - Completes Transcript Request and mail/email form to the Office of Educational Services (OES)
  - Includes payment (check or money order) payable to the Los Angeles County College of Nursing and Allied Health.
- In Person Request:
  - Submits payment to any LAC+USC Medical Center Cashiers' Office
  - Brings receipt to the College Administration Building, Room 123, with the Transcript Request, for processing.

Designated OES staff:

- Processes transcript request within ten business days of receipt of form
- Checks "Hold" file to make sure student has no holds
- Enters request into Transcript Request Logbook

Subject:

## **TRANSCRIPT AND ENROLLMENT VERIFICATION REQUESTS**

- Prints transcript on transcript paper
- Imprints College seal on the transcript
- Gives transcript to Director, OES for review and signature
- Mails transcript or calls student for pick up, as indicated on request form
- Completes OES section of Transcript Request and files form.

### **Enrollment Verification Request**

Student:

- Completes Enrollment Verification form (electronically or in-person)
- Time stamps form and places it in the student communication basket in the College Administration Building, Room 123
- Submits attachments if indicated.

Designated OES staff:

- Processes enrollment verification within ten business days of receipt of form
- Enters request into Enrollment Verification Logbook
- Generates enrollment verification letter/completes required forms as indicated
- Gives letter/forms to Director, OES for review and signature
- Makes a copy of enrollment verification documents for student file
- Places enrollment verification documents in student mailbox, send via email or gives to student as requested.

### **PROCEDURE DOCUMENTATION:**

Transcript Request form  
Enrollment Verification form

### **REFERENCES:**

School of Nursing Costs and Fees

### **REVISION DATES:**

September 12, 2013  
September 26, 2019  
March 30, 2023