



## Official Transcript Instructions

To request official transcripts to send to Lakeshore College, you will need to contact each institution that you previously attended and request that your official transcript be sent directly to Lakeshore College. This includes high school, college, or any university that you previously attended.

An official transcript is defined as an original transcript sent electronically or mailed directly from the institution to Lakeshore College.

Official high school transcripts include:

- Official transcript or diploma with conferral/completion date issued from the high school.
- GED/HSED official transcript or diploma issued by the WI Department of Public Instruction.
- Home-school transcript that documents that the education program has met the requirements of the Department of Education from the state where the home school program was completed, includes conferral/complete date, and signed by an authorized individual.
- Official college transcript that shows achievement of an associate degree from an accredited college or have earned at least 60 accredited college credits.

GED/HSED transcripts are issued by the WI Department of Public Instruction. You will need to contact them to order transcripts by calling 1-800-768-8886 or visit <https://dpi.wi.gov/ged>.

All official transcripts can be mailed to:

Attn: Student Records Office  
Lakeshore College  
1290 North Avenue  
Cleveland, WI 53015

Electronic transcripts can be emailed to [records@lakeshore.edu](mailto:records@lakeshore.edu)