

REQUESTING TRANSCRIPTS 101



You can request most College and High School transcripts through parchment.com. You can also visit your schools website and request transcripts through the Counseling or Registrar department/centers, and LCAD can accept emailed transcripts directly from your High School Counselor to admissions@lcad.edu. Emailed transcripts should be signed and dated by the high school counselor.

If you are issued a sealed envelope containing your official transcripts please do not open the envelope before mailing it to LCAD, the school seal must remain intact for transcripts to be considered official.

Here is a helpful Counseling Center video (10 mins) that shows you how to order via parchment. Click the link below:

[Requesting Transcripts via Parchment.com](#)

Digital Delivery can be selected to the account of: Laguna College Of Art & Design
The associated email address is: admissions@lcad.edu

For physical mail delivery students can use the following Mailing Address:

Laguna College of Art + Design
ATTN: Office of Admissions
2265 Laguna Canyon Road
Laguna Beach, CA 92651

- + If you are enrolled in courses, request "in-progress official transcripts"; do not wait for final grades; this will delay the completion of your LCAD application. You can update LCAD with final grades once you have graduated or completed your semester.
- + You cannot upload your transcripts to the LCAD application portal or Email your own transcripts as an attachment, transcripts emailed by students are not considered official.

YOU CAN SEND TRANSCRIPTS, UPLOAD YOUR PORTFOLIO AND COMPLETE YOUR APPLICATION IN ANY ORDER. PORTFOLIOS ARE NOT REVIEWED UNTIL ALL MATERIALS ARE RECEIVED.