



## LEARNER REQUEST FOR OFFICIAL LEARNER FILE

### *Instructions to learner*

Learner who is requesting a copy of his/her official learner file must fill this form out and must be signed by all Departments listed below. Submit the completed form to the Registrar's Office for final file approval. Please be sure to complete the entire form. An incomplete form will not be accepted.

**Learner Name** \_\_\_\_\_

**Learner Email Address** \_\_\_\_\_

**Learner Phone Number** \_\_\_\_\_

**Program** \_\_\_\_\_

**Learner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **File Types**

### **Learner initial for each request**

Copy of all official transcripts \_\_\_\_\_

Learner enrollment agreement \_\_\_\_\_

Learner application \_\_\_\_\_

Current transcript \_\_\_\_\_

Other \_\_\_\_\_

**Director of Financial Aid** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**LALR Counselor** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional Comments** \_\_\_\_\_