



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.

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