



Lake Sumter  
State College

## HOW AND WHERE TO ORDER OFFICIAL TRANSCRIPTS

Students may use unofficial score reports to register their first semester at Lake-Sumter State College with the expectation that official scores will be sent from the appropriate agency to the Lake-Sumter State College Admissions and Records Office at 9501 US Hwy 441 Leesburg FL 34788. After you register for your first semester, Admissions and Records will place a **missing documents hold** that will keep you from registering for subsequent semesters until the official documents are received. If you hand deliver a document, it must be in an unopened sealed envelope from the appropriate agency. Remember it may take 6 to 8 weeks for some agencies to report and/or send scores!

### INFORMATION ON WHERE AND HOW TO ORDER TRANSCRIPTS AND SCORES

**SAT scores, and AP (Advanced Placement Scores)** can be ordered through the **College Board** website. **AP scores cannot be lifted from high school transcripts!** [www.collegeboard.org/](http://www.collegeboard.org/)

**ACT scores** can be ordered through the ACT website. [www.actstudent.org/scores/](http://www.actstudent.org/scores/)

**International Baccalaureate (IB) Diploma Program.** [www.ibo.org/informationfor/alumni/transcripts/](http://www.ibo.org/informationfor/alumni/transcripts/)

**AICE Cambridge International Examinations.** [www.cie.org.uk/](http://www.cie.org.uk/)

### GED

Florida Department of Education

GED Testing Office

325 West Gaines Street, Room 634

Tallahassee, FL 32399-0400

850.352.4331 or 1.800.877.352.4331

### HIGH SCHOOL TRANSCRIPTS

High School Transcripts can only be applied after the High School Diploma graduation date is posted on the transcripts. Transcripts can be ordered from the high school or local school board.

### DUAL ENROLLMENT TRANSCRIPTS

Official Dual Enrollment Courses will only be applied to your transcript after an official transcript is received from the college or university through which the courses were completed – **DE college credit courses cannot be applied from a high school transcript.**

### INTERNATIONAL TRANSCRIPTS

International transcripts equivalent to US high School and college and universities programs must be evaluated through one of two international educational evaluation services. A Course by Course evaluation must be submitted.

### WES World Education Services

[www.wes.org](http://www.wes.org)

Joseph Silny & Associates

[www.jsilny.com](http://www.jsilny.com)



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**CONSULT THE CURRENT LSSC CATALOG FOR IMPORTANT DETAILED INFORMATION ABOUT TRANSFER PROCESSES**