

TRANSCRIPT RELEASE

Credit / Non-Credit

Name: _____
Please Print Last First MI Previous Name(s)

Current Address: _____

_____ Home Phone: _____
 City State Zip

Student ID: _____ Did you attend Ivy Tech **prior** to 1990? ____ Yes ____ No

Please neatly print, in the box below*, the name and address of the person to whom the transcript is to be released. Submit a separate release for each address to which you are sending copies. For more than one copy to the same address, fill out only one form.

Number of copies requested:

| |
|-----------------------------------|
| *Release transcript(s) to: |
| _____ |
| Name |
| _____ |
| Address |
| _____ |
| City, State, Zip |

I would like my transcript (check one):

Sent now, not including this term's grades.

Sent after this term's grades are processed.

Sent after graduation statement is complete.

Note: If your record shows that you are encumbered because of financial indebtedness to the College, no official record will be released until the encumbrance has been cleared.

Effective August 25, 2008, there is a \$5 fee for all official transcripts. Payment by check, money order, or credit card is accepted. **Unofficial** transcripts are **free** and available on Campus Connect at: <https://cc.ivytech.edu>

Payment Method:
Credit Card#: _____ **Exp. Date** _____ **Card Holder Name** _____

Mailing address: _____ **v: code** _____

Check: _____ **Money Order:** _____ (3 digits on back of card)

 Student Signature Date Registrar's Signature

The Family Educational Rights to Privacy Act of 1974 Prohibits the release of a student's confidential information to a third party without that student's written consent.

Ivy Tech Community College of Indiana
 3800 N. Anthony Boulevard * Fort Wayne, IN 46805 * 260-482-9171 / 800-859-4882 * Fax 260-480-2059
 An Equal Opportunity / Affirmation Action State College

| | | |
|--------------------------------|----------------|---------------------------|
| Date requested: ____/____/____ | For Office Use | Date Sent: ____/____/____ |
|--------------------------------|----------------|---------------------------|