



# TRANSCRIPT RELEASE

Credit / Non-Credit

Please Print

Name: \_\_\_\_\_  
Last First MI Previous Name(s)

Current Address: \_\_\_\_\_

City State Zip Home Phone: \_\_\_\_\_

SSN: \_\_\_\_\_ 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:

<b>*Release transcript(s) to:</b>
_____
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 indebted to the College, no official record will be released until the debt has been cleared.

Effective August 22, 2005, the following transcript fee policy is in effect. **The first official transcript is free. Subsequent official transcripts requested will be subject to a \$5 per transcript fee.** Payment by check, money order, or credit card is accepted. **Unofficial** transcripts are **free** and available on Campus Connect: <https://cc.ivytech.edu>.

**Payment Method:**  
**Credit Card #:** \_\_\_\_\_ **3-digit code:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_  
**Card Holder Name:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Money Order:** \_\_\_\_\_

\_\_\_\_\_  
Student's 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. If you have provided your SSN to Ivy Tech Community College, it will be included on your transcript.**

Ivy Tech Community College of Indiana  
2357 Chester Boulevard • Richmond, IN 47374 • 765-966-2656 / 800-659-4562 • Fax: 765-962-5054  
An Equal Opportunity / Affirmative Action State College

Date requested: ____ / ____ / ____	For Office Use	Date sent: ____ / ____ / ____
------------------------------------	----------------	-------------------------------