



TRANSCRIPT RELEASE
Credit / Non-Credit

Please Print

Name: _____
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: (Not to exceed three copies unless exception approved by Registrar)

*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 indebted to the College, no official record will be released until the debt has been cleared.

Student's Signature Date Issuing Office Personnel Initials

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.

Date requested: ____ / ____ / ____	For Office Use	Date sent: ____ / ____ / ____
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Effective August 25, 2008, the following transcript fee policy is in effect. **Official** transcripts requested will be subject to a **\$5** per transcript fee. Payment by check, money order, or credit card is accepted.

Payment Method: Circle one: VISA MC Discover Check Money Order

Credit Card #: _____ **Exp. Date:** _____

Card Holder Name: _____

Card Holder Address: _____

Card Holder Signature: _____