



TRANSCRIPT RELEASE
Credit / Non-Credit

Please Print

Name: _____
Last First MI Previous Name(s)

Current Address: _____

_____ Home Phone: _____
City State Zip

Student Number: _____ Date of Birth: _____

Did you attend Ivy Tech prior to 1990? Yes ___ No ___

Note: Unofficial transcripts are **free** and available through <https://myivy.ivytech.edu/>.
If you are awaiting final grades or a degree posted for the term, please verify on MyIvy that your grades and/or degree have been posted to your unofficial transcript there BEFORE requesting an official transcript.

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

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 and 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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Each **official** transcript will cost **\$5**. Payment by check or money order is accepted.
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Payment Method: Circle one: Check Money Order
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