



**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:

|                                   |
|-----------------------------------|
| <b>*Release transcript(s) to:</b> |
| _____                             |
| 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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