



TRANSCRIPT RELEASE
Credit / Non-Credit

Please Print

Name: _____
Last First MI Previous Name(s)

Current Address: _____

_____ Home Phone: _____
City State Zip

Student Number: _____ Did you attend Ivy Tech prior to 1990? Yes ___ No ___

Date of Birth: _____ Email: _____

Note: Current students can access the unofficial transcript on MyIvy at <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 BEFORE requesting an official transcript.

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

Number of copies: _____

Release transcript(s) to:

Name: _____

Address: _____

City, State, Zip: _____

Note: If your record shows that you are indebted to the College, no record will be released until the debt has been cleared.

Student Signature **Date**

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.

For Office Us: Date issued: ____/____/____ *By Staff: _____*

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The transcript cost is \$5.00 per transcript. Payment by check or money order is accepted.
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Payment Method: Circle one: Check Money Order
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