



# 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 \_\_\_

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.

\_\_\_\_\_  
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: \_\_\_ / \_\_\_ / \_\_\_

Each **official** transcript will cost **\$5**. Payment by check, money order, or credit card is accepted. **Unofficial** transcripts are **free** and available through <http://cc.ivytech.edu>.

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

**Credit Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Three-digit Security Number (from back of card):** \_\_\_\_\_

**Card Holder Name:** \_\_\_\_\_

**Card Holder Address:** \_\_\_\_\_

**Card Holder Signature:** \_\_\_\_\_