IVY TECH COMMUNITY COLLEGE BLOOMINGTON

Request for Official Transcript

Instructions to Students: Send this form to your **high school, college** or **GED testing center** for an official transcript. A fee may be charged for this transcript. You should contact the issuing institution so your request is not delayed. *Ivy Tech reserves the right not to send this document to your institution.*

____ High School Transcript GED Test Scores _____ College Transcript
List test date below

An Official Copy is one that carries a raised seal and/or an original signature, and is sent directly from the high school, GED testing center or college to Ivy Tech Community College. Transcripts for high school graduates **must include** the **date of graduation.** GED documents must have test scores and indicate that the test was **passed.** A faxed transcript sent directly from the high school or college may also be accepted, and must contain the information stated above. The fax number for Ivy Tech Community College – Bloomington is (812) 330-6106.

From (School/Institution): _____

Address: _____

City, State, ZIP: _____

For (Name while enrolled): _____
First Middle (Maiden) Last

Current Name (If different than above): _____

Address: _____

City, State, ZIP: _____

Social Security Number: _____ Date of Birth: _____

Parent's or Guardian's Name: _____

Date of First Attendance: _____ Date of Last Attendance: _____
Month/Year Month/Year

If you have a GED, please list the date you took the test: _____

Other Information: _____

I hereby authorize release of my official records to Ivy Tech Community College.

Signature: _____

Date: _____

Note: Please return this form (or a photocopy) with the requested document to:

Admissions Office
Ivy Tech Community College
200 Daniels Way
Bloomington, IN 47404