



TRANSCRIPT REQUEST FORM

Student Information (please print clearly)

Please DO NOT alter form. We reserve the right to reject any form that is altered in any way!

* ID# or Last four of SSN _____
* Name _____
Last First M
* Former Last Name(s) _____
* Street/Box /Apt. No. _____
* City, State, Zip _____
* Cell Number (____) _____ - _____ *Birth Date ____/____/____
Month Day Year
* Email Address _____

(May we use the above information to update your address, phone or email at Iowa Central? (____ Y ____ N)

*Did you attend Iowa Central before 2004? ____ Y ____ N
*Type of transcript requested: ____ Credit ____ Non-Credit (Community Education)
(GED transcripts are only available through the State of Iowa at www.diplomasender.com)
*Issue Transcript: ____ Now ____ After grades are posted ____ After degree is posted

(Please fill out a separate request for each recipient)

____ **Mail** Transcript (please mail Official to):
College/Business/Individual _____
Attention (optional): _____
Mailing Address _____
City, State, Zip _____

____ **Pick Up** Transcript at Student Records (must be picked up within 30 days – Photo ID required)

____ **Fax** to: _____ Fax # _____
(Faxed transcripts are Unofficial)

- ✓ We **DO NOT** email transcripts via this form!
- ✓ Official transcripts will **NOT** be released if you have a past due balance at Iowa Central.
- ✓ Transcripts are mailed **FREE OF CHARGE**.
- ✓ If you have an attachment that needs to go with your transcript, please note in Comment Box and email to: studentrecords@iowacentral.edu

Comment Box:

***Signature Required:** _____ ***Date** _____
(DO NOT type name)

***Mail to: Iowa Central Community College, Student Records, One Triton Circle, Fort Dodge, IA 50501**
OR *Email to: studentrecords@iowacentral.edu OR *Fax to: 515-576-0826

It is the policy of the Iowa Central Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status.
If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Human Resources, 515-574-1138, ihrig@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.