

IOWA LAKES COMMUNITY COLLEGE

Emmetsburg Campus
3200 College Drive
Emmetsburg, IA 50536

712-852-5211
800-242-5108, ext. 5211
Fax #: 712-852-2152

Signed request forms may also be scanned and emailed to: lbosch@iowalakes.edu

If faxing transcript request, please call to confirm that we have received your fax.

TRANSCRIPT REQUEST

- College Credit Alternative/Adult High School
 GED Scores Adult Ed non-credit course(s)

First	Middle	Last
Your Name:		
Mailing Address:		
City & State:		Zip Code:
Email Address:		
Phone Home:		
Numbers: Cell:		
Indicate any former name(s):		

The Records Office has my permission to release this transcript to me or to the individual or organization listed below:

Signed _____
Date _____ Number of copies requested _____

NOTE: Windows envelopes are used. You are responsible for address

Send Record To	
Mailing Address	
City & State	Zip Code

Note: No transcripts will be issued if there are any outstanding financial obligations at Iowa Lakes Community College.

NOTICE TO RECIPIENT

In accordance with Section 438(b) (4: (B) of the Family Educational Rights and Privacy Act of 1974, you are hereby notified that this information is provided upon the condition that you, your agents or employees, will not permit any other party to have access to such information, in personally identifiable form, without first obtaining written consent of the student.

SOCIAL SECURITY NO./I.D.

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BIRTHDATE

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Month Date Year

I am currently enrolled here.

Campus last attended: (Check one)

- Emmetsburg
 Estherville
 Algona
 Spencer
 Spirit Lake
 Online (Web)
 PSEO-HS (Post Sec Enroll Option)

If not currently enrolled, give date of last attendance:

Term _____ Year _____

If you have received a degree or diploma from Iowa Lakes, when?

Date _____

Program _____

Check one

- Prepare transcript(s) now.
 Hold until current term grades can be included.
 Hold until degree/diploma is posted.

Check one

- I will pick up the transcript(s) in person.
 I request that the transcript(s) be mailed to address listed at bottom left.

Use a separate request for each address.

FOR OFFICE USE ONLY

Transcript released (Date) _____