

ILLINOIS CENTRAL COLLEGE TRANSCRIPT REQUEST FORM

\$2 FEE TRANSCRIPTS ORDERED BY 2:00PM ARE AVAILABLE AFTER 9:00AM THE FOLLOWING WORK DAY.

\$5 FEE FOR WHILE YOU WAIT TRANSCRIPTS ALLOW 30 MINUTES & MUST BE REQUESTED BETWEEN 8:30 AM & 4:00 PM ☆

FEE IS REQUIRED IN ADVANCE
Make checks payable to Illinois Central College

WYW: _____

STUDENT Please PRINT Clearly
COMPLETE ALL SHADED AREAS BELOW:

Last Name: _____ First: _____ Middle: _____

Previous or Other Name(s): _____

Address: _____

City: _____ County: _____ State: _____ Zip Code: _____ -

Home Telephone #: () _____ Work Telephone #: () _____

 Student's Signature: _____

Student's Social Security Number: _____ Birth Date: _____

**SEND
TRANSCRIPT TO:**
(COMPLETE MAILING
ADDRESS REQUIRED)

STUDENT Please COMPLETE
ALL SHADED AREAS BELOW:

Today's DATE: _____ Number of Transcripts: _____
1. MAILING INSTRUCTIONS (X) ONE OF THE FOLLOWING:

- SEND NOW
- SEND AFTER _____ SEMESTER GRADES ARE POSTED
- SEND AFTER GRADUATION CERTIFICATION IS POSTED
(Allow 8-10 weeks after semester ends)
- OTHER INSTRUCTIONS: _____

2. PLEASE (X) ONE OF THE FOLLOWING:
- I AM CURRENTLY ATTENDING ICC
 - I LAST ATTENDED ICC: _____

NOTE: All transcripts released to the student will be stamped "ISSUED TO STUDENT". Such transcripts bear the ICC seal and are considered official; however, many institutions require the transcript to be sent directly to them from ICC. ☆

The FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 Prohibits Educational Institutions from releasing Student Records WITHOUT Written Consent from the STUDENT.

BELOW IS FOR OFFICE USE ONLY

DATE FEE PAID: _____ RECEIVED BY: _____ AMOUNT PAID: _____ DATE TRANSCRIPT SENT: _____

WE ARE UNABLE TO RELEASE YOUR TRANSCRIPT FOR THE FOLLOWING REASON(S):
Please refer questions to: **ADMISSIONS/RECORDS OFFICE (Room L-211)**
ILLINOIS CENTRAL COLLEGE
ONE COLLEGE DRIVE
EAST PEORIA IL 61635-0001
(309) 694-5609

- _____ Unpaid Obligation [Contact Student Acctg. (309)694-5467]
- _____ Library Fine [Contact Library (309)694-8463]
- _____ Traffic Fine [Contact Student Acctg. (309)694-5467]
- _____ Need Social Security Number
- _____ Need \$2.00 Fee per Transcript
- _____ Other _____

NUMBER OF COPIES: SEQUENCE NUMBER: