

# ITASCA COMMUNITY COLLEGE TRANSCRIPT REQUEST FORM

Date: \_\_\_\_\_

Mail to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Mailing Label – Print Clearly & Do Not Write Address Below This Line)

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Student Name (please print) \_\_\_\_\_

Student ID # or SS# \_\_\_\_\_ Student Phone # \_\_\_\_\_

Signature \_\_\_\_\_

## INSTRUCTIONS FOR RECORDS OFFICE

Please indicate:

\_\_\_\_\_ Number of Official Copies  
(\$5.00 per copy)

\_\_\_\_\_ Number of Unofficial Copies  
(\$3.00 per copy)

Please select ONE of the following:

\_\_\_\_\_ Issue to student

\_\_\_\_\_ Mail Immediately

\_\_\_\_\_ Mail after current semester grades are posted. Specify term \_\_\_\_\_

\_\_\_\_\_ Mail after degree has been posted. Specify term of graduation \_\_\_\_\_

\_\_\_\_\_ Mail after statement of "MNTC Completion" has been posted

Additional Information to be included in mailing:

\_\_\_\_\_ Placement test scores

\_\_\_\_\_ Immunization Records (\$5.00 per copy)

\_\_\_\_\_ Application and app fee

\_\_\_\_\_ Other

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