



# TRANSCRIPT REQUEST FORM

(PLEASE PRINT IN BLUE OR BLACK INK)

Date of Request: \_\_\_\_\_

Directions to Applicant: *Complete this form and mail it directly to the school. A Transcript Request Form must be submitted to your high school, as well as to each college and/or university that you have previously attended. Under the Buckley/Pell Amendments to the Family Education Rights and Privacy Act of 1974, no personal information may be transmitted without written consent.*

I hereby authorize the release of a transcript of my records to Ingram State Technical College by:

\_\_\_\_\_  
Complete Name of College, University or High School

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student's Signature:

\_\_\_\_\_  
Social Security Number:

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle/Maiden

\_\_\_\_\_  
Name of student at time of enrollment, if different from above

\_\_\_\_\_  
AIS Number

\_\_\_\_\_  
Last Term Attended    Year

\_\_\_\_\_  
Graduation Date    Year

\_\_\_\_\_  
Date of Birth

Graduate

Non-Graduate

Please send a copy of my:

High School Record

College transcript

General Education Development (GED) test Scores

Send to: Ingram State Technical College

Office of Admissions

Post Office Box 220350

Deatsville, Al 36022-0350

(Please return this form with the transcript)

**Request for Waiver of Transcript Fee:** ISTC provides postsecondary education programs for inmates incarcerated in Alabama. ISTC has worked with the Alabama Department of Corrections since 1965, providing educational rehabilitation for those individuals charged to their custody. Please note this transcript request does not include a transcript fee. Your institution, by granting a transcript waiver, will enhance the rehabilitative efforts provided by ISTC. Our students, for the most part, are without funds to pay fees for transcripts.

If you are unable to honor this waiver, please validate that the above-referenced student is a graduate of your school and return this form.

Yes, I can validate that the above-referenced student is a graduate

No, I am unable to validate that the above-referenced student is a graduate.

\_\_\_\_\_  
Print Name of Custodian of Records

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Should you have questions or concerns, please contact Ingram State Technical College at 334-285-5177.**