

# ORDERING TRANSCRIPTS

If you have taken dual credit courses with Ivy Tech Community College and would like to order your transcript for use at another college or university, there are a few simple steps you will need to take to order your transcript.

Please note that if you plan to attend Ivy Tech upon graduation from high school, you will not be required to provide your Ivy Tech transcript for your dual credit coursework. You will, however, need to provide your high school transcript in the assessment step of Ivy Tech's enrollment process.

## COMPLETE THE FOLLOWING STEPS

1

Visit [StudentClearingHouse.Org](http://StudentClearingHouse.Org)

2

In the task bar, locate the "Order-Track-Verify" dropdown menu and select "Order or Track a Transcript"

3

In the "Select School" dropdown menu, select Ivy Tech Community College and click "Submit"

4

Read the important information listed about ordering a transcript and then click "Start" at the bottom of the page

5

Complete the information step by step until you come to the sign consent section, at which point you will submit your request

*Your request can take 5-7 business days to be processed and sent to the designated email or physical address you have chosen.*