

Transcript Request

To the student:

- Use a separate form for each college attended.
- Fill out the information below.
- Call the registrar of the institution(s) attended to find out the cost of an official transcript. Faxed transcripts are not considered official.
- Sign and mail the request form with your payment to the office of the registrar at the college or university attended.
- For a high school transcript, simply call the administrative office of the high school for instructions.

To the registrar:

Please send an official transcript to:

Simpson College
Evening, Weekend & Graduate Programs
Attn: Julie Manatrey
701 North C Street
Indianola, Iowa 50125

Student name: _____

Current address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Social Security Number: _____ Date of birth: _____

Maiden name: _____

Dates of attendance (if known): From: _____ To: _____

Name of high school attended: _____

Student signature: _____ Date: _____

Registrar, please enclose a copy of this form with the transcript. Thank you.



Ankeny
2501 SE Tones Drive, Suite 800
Ankeny, Iowa 50021
515-965-9355 • Fax: 515-965-9358

Indianola
701 North C Street
Indianola, Iowa 50125
515-961-1614 • Fax: 515-961-1498

West Des Moines
3737 Westown Parkway, Suite 2E
West Des Moines, Iowa 50266
515-223-8842 • Fax: 515-961-1887