

# Simpson College

## Request for Unofficial Transcript

Name: \_\_\_\_\_ Maiden/Former name: \_\_\_\_\_  
Simpson ID or SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell number: \_\_\_\_\_  
**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Update official school records with above information: Y/N

- Please allow 2 business days processing time.
- Unofficial transcripts will not be released without an actual signature.
- Unofficial transcripts can be requested in person, with a photo ID, at the Registrar's Office in Hillman Hall.

**Complete all sections and return to our office using one of the options below:**

- Scan/e-mail: [transcripts@simpson.edu](mailto:transcripts@simpson.edu)
- Fax: 515-961-1310
- Mail: Simpson College, Office of the Registrar, 701 N. C St, Indianola IA 50125

**A copy of your unofficial transcript will be sent to you by choosing ONE of the following delivery methods:**

1. E-mail address: \_\_\_\_\_
2. Fax number: \_\_\_\_\_ Attn: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OFFICIAL TRANSCRIPT

Simpson College uses the National Student Clearinghouse as our authorized agent for receiving official transcript requests. Please log into <https://secure.studentclearinghouse.org/tsorder/schoolwelcome> to request your official transcript.