

Kirkwood Community College Adult High School Record Request Form

Instructions: Please fill in the information below as completely as possible. (*Denotes required fields.)

Please note: As of November 10, 2014, all official GED(R) and HiSET(R) records requests in Iowa must be requested through Diploma Sender. Requests are completed online at <http://www.diplomasender.com> or by calling (855) 313-5799.

(An additional \$6.00 charge is added for phone orders.)

*Program of Study: Adult High School Diploma

*Full Name at time of attendance:

*Social Security Number

*Date of Birth:

Month

Day

Year

*Year Adult High School Diploma Received

*Current Full Name

*Phone Number

*Current Address

*City

*State

*Zip Code

*Location Classes Taken/Diploma Received: (Choose One)

Anamosa State Penitentiary

Marion

Williamsburg

Belle Plaine

Monticello

Other--Please Specify

Iowa City Learning Center

Tipton

Iowa Medical and Classification Center

Vinton

Cedar Rapids (Lincoln/Resource/Main Campus)

Washington

*Item Needed (Choose One)

Official Kirkwood Adult HS Transcript

Duplicate Kirkwood Adult HS Diploma (\$15 fee required)

I authorize the release of my records to the following individual or agency:

Please Mail

Please Fax

*Name

*Agency/Institution

*Address

*City

*State

*Zip Code

Phone Number

Fax Number

*Signature

*Date

**Return form to: Kirkwood HS Completion Program Attn: Records 6301 Kirkwood Blvd SW
Cedar Rapids, IA 52403 or fax to 319-398-1049. Requests take 5-15 days for processing.**

For Office Use Only:

Date Received

Initials

Date Mailed

Date Faxed

Date Emailed

Initials