



Permission to Release Information & TRANSCRIPT REQUEST FORM

Instructions for processing your transcript request (Please print clearly in blue or black ink.):

- ✓ Your transcripts will not be released if there are outstanding obligations to the school.
- ✓ Please allow two (2) weeks for your request to be processed.
- ✓ All transcripts are sent by mail or available for pick up.
- ✓ You must have photo identification (driver's license or student ID card) when picking up transcript(s) at the counter.
- ✓ **A separate request form is required for each address you wish the transcript to be sent.**

Mail-in Transcript Requests: Mail your request along with a money order or check for the transcript fee (\$5 per copy) made payable to Fort Myers Technical College, attention Registrar, to the address listed above. Please allow two (2) weeks for your request to be processed.

Hand Delivered Transcript Requests: Bring your request form and pay the transcript fee (\$5.00 per copy) at the Bursar's Office. Allow two (2) weeks for request to be processed.

I hereby authorize FMTTC to release the following portions of my student record to the person/facility listed below: (choose all that apply)

<input type="checkbox"/> Copy of Transcript (\$5 fee for each copy of transcript requested)	<input type="checkbox"/> TABE Scores
<input type="checkbox"/> Copy of Certificates or Diplomas	<input type="checkbox"/> Attendance Records
<input type="checkbox"/> Enrollment Verification Form	<input type="checkbox"/> Early Learning Coalition of SW FL
<input type="checkbox"/> Other	

Student ID Number: _____ Number of Copies Requested: _____

Student Name: _____ Former Name(s): _____

Current Address: _____
(Street or PO Box) (City) (State/Zip)

Date of Birth: _____ Year Attended: _____ Program: _____

SPECIAL INSTRUCTIONS: Will pick up Phone: () _____

Please Fax to (Number) () _____

SEND TRANSCRIPT TO:

Name of School or Institution: _____

Attention: _____

Address: _____

City: _____ State or Province: _____ ZIP or Postal Code: _____

Student Signature: _____ Request Date: _____

For Office Use Only: Payment Method: _____

Processed by: _____ Date: _____

Your transcript is NOT being released for the following reason(s):

- Financial obligation to the school. Please call the Bursar's Office for further assistance.**
- Other obligation to the school. Please call Student Services for further assistance.**
- Textbook obligations for materials and/or fines.**

Please resubmit your request after you have satisfied your obligation to the School. Thank you.