

## Permission to Release Information & VETERAN 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.
- ✓ All transcripts are sent by mail or available for pick up.
- ✓ A separate request form is required for each address you wish the transcript to be sent.
- ✓ Please allow two (2) weeks for your request to be processed.
- ✓ You must have photo identification (driver's license or student ID card) when picking up transcript(s) at the counter.

**Mail-in Transcript Requests**: Mail your request to Fort Myers Technical College, attention Bursar, (address listed above) along with supporting documentation. Please allow two (2) weeks for your request to be processed.

Hand Delivered Transcript Requests: Bring your request form and supporting documentation to the Registrar's Office. Allow two (2) weeks for request to be processed.

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

Copy of Transcript (\$5 fee for each copy	y of transcript requested)	□ TABE Scores
Copy of Certificates or Diplomas		□ Attendance Records
Enrollment Verification Form     E	arly Learning Coalition of SW FL	🗌 Other
Student ID Number:	Number o	of Copies Requested:
Student Name:		ame(s):
Current Address:		
(Street or PO Box)	(City)	(State/Zip)
Date of Birth: Year Atten	nded: Program:	
SPECIAL INSTRUCTIONS:  Will pick up Phone: ()		
Please Fax to (Number) ()		
□ SEND TRANSCRIPT TO:		
Name of School or Institution:		
Attention:		
Address:		
City:		ZIP or Postal Code:
Student Signature:	Request Date	e:
For Office Use Only:		
Certified by:	Date:	
Processed by:		
Your transcript is NOT being released for the following reason(s):		
<ul> <li>Financial obligation to the school. Please call the Bursar's Office for further assistance.</li> <li>Other obligation to the school. Please call Student Services for further assistance.</li> <li>Textbook obligations for materials and/or fines.</li> <li>Please resubmit your request after you have satisfied your obligation to the school. Thank you.</li> </ul>		