

# JEFF TECH

576 VO TECH ROAD  
REYNOLDSVILLE, PENNSYLVANIA 15851-6368  
[WWW.JEFFTECH.INFO](http://WWW.JEFFTECH.INFO)  
(814) 653-8265  
FAX: (814) 653-8425

## TRANSCRIPT RELEASE REQUEST FORM

### REQUESTOR INFORMATION

Current Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s): \_\_\_\_\_  
As appears on school records (if applicable)

Birth Date: \_\_\_\_\_ Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Approximate Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

I was enrolled as:  High School Student  Adult Student Program of Study: \_\_\_\_\_

Did you graduate?  No → \_\_\_\_\_  Yes → \_\_\_\_\_  
(Last Grade Completed) (Year of Graduation)

### TRANSCRIPT DELIVERY

*Transcripts may be considered unofficial if not in original form*

In-Office Pickup  Fax → \_\_\_\_\_  Email → \_\_\_\_\_  
Fax Number Email Address

Mail → \_\_\_\_\_  
Name or C/O (Business, School, or Person(s) Full Name)

\_\_\_\_\_  
Mailing Address (Street, City, State & Zip Code)

By typing your name in the signature box below, you are certifying that the information on this form is true and correct. Your typed name in the signature box further authorizes Jeff Tech to process this request and serves as the official release required under the Family Educational Rights & Privacy Act.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

#### THE SCHOOL OF CHOICE

Jeff Tech does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Barry Fillman, Administrative Director, 576 Vo Tech Road, Reynoldsville, PA, 15851, 814-653-8265 ext. 119