



Opportunity starts here

**REQUEST FOR SCHOOL RECORDS**

**AND RELEASE AUTHORIZATION – PINELLAS TECHNICAL COLLEGE**

**Identifying Information:**

Complete legal name while attending school \_\_\_\_\_

Name currently used if different \_\_\_\_\_

Married name, if applicable \_\_\_\_\_

PTC school dates of attendance from \_\_\_\_\_ to \_\_\_\_\_

Adult/Vocational program attended (day or evening) \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

Phone number and email address where you can be contacted, in case of questions.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Records requested:**

(Please indicate quantity needed in space provided)

\_\_\_\_\_ **"Copy"** of Original Certificate of Completion

\_\_\_\_\_ Copy of Vocational Program Transcript

(Check Official \_\_\_\_\_ or Unofficial \_\_\_\_\_)

**Please give Date of Completion:** \_\_\_\_\_

(Any program records are dated from more than 5 years ago, they are kept in a Central Records Facility and will require additional time to obtain.)

**Signature required** \_\_\_\_\_

**Send to:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_