

Withlacoochee Technical College

Citrus County Public Safety Training Center
1201 West Main Street
Inverness, Florida 34450
(352) 726-2430, x4352, Fax (352)249-2155
d'altod@citrus.k12.fl.us
OR daltod@citrus.k12.fl.us

Permission to Release Student Records

Student Information

Social Security No. only last 4		Approx. Graduation Date	
Name		Phone	
Address		Fax	
City, State Zip		Email	

Record Request Instructions

Please send this type record to	This address
<input type="checkbox"/> Official Copy to Agency/School <input type="checkbox"/> Unofficial Copy to Student <input type="checkbox"/> Other (please specify) <input type="checkbox"/> To be picked-up by requestor	Attn.:
<input type="checkbox"/> Official Copy to Agency/School <input type="checkbox"/> Unofficial Copy to Student <input type="checkbox"/> Other (please specify) <input type="checkbox"/> To be picked-up by requestor	Attn.:

Note: It is the responsibility of the requestor to confirm receipt of transcript with the institution/s listed above.

Payment Information -- \$5.00/copy processing fee – Fees must be paid in full at WTC's Business Office or by phone via debit card/credit card prior to fulfillment. No personal checks accepted.

Authorization

I authorize the release of the above information to the institution and/or individual named above. I understand that I have the right to review all records being forwarded prior to their release. I have also been informed that I have a right to a hearing to contest any information contained in these records prior to their release.

Requestor's Signature (if requesting via email, enter full name indicating your authorization to release.)	Date
After acquiring your transcript, the CCPSTC office will e-mail you when to make payment. You may pay \$5.00 payment by phone per transcript requested. Transcripts will not be honored until form and payment has been submitted.	

For Training Center Staff Use Only

<input type="checkbox"/> Fulfilled by:
Date Fulfilled:

Business Office-352-726-2430 Ext. 4304
Monday – Thursday
7:30 AM - 3:00 PM
Friday
7:00 Am-2:00 Pm