

WEST SIDE CAREER AND TECHNOLOGY CENTER

75 EVANS STREET
PRINGLE BOROUGH
KINGSTON, PENNSYLVANIA 18704-1899
PHONE: 570-288-8493
FAX: 570-714-2210

REQUEST FOR PERMISSION TO RELEASE PERMANENT SCHOOL RECORD TO THIRD PARTY

A request has been received for a copy of (access to) the school record of:

First Name Last Name (Maiden)

Present Address

City State Zip

() -
(Telephone Number)

Year of Graduation/Withdrawal: _____

_____ may have a copy of (access to) the following school records:
(Name of School, Individual, Agency)

Official Administrative Record
Name, Address, Birth Date, Grade Level completed, Grades, Class Standing, Attendance Record

Individualized Education Program (IEP)

Diploma, Vocational Certificate

Address of School, Individual or Agency where transcript is to be sent:

Address

City State Zip

CERTIFICATION

**MY SIGNATURE BELOW AUTHORIZES AND DIRECTS THE WEST SIDE CAREER AND TECHNOLOGY CENTER TO RELEASE MY RECORDS TO THE ABOVE NAMED INSTITUTION.

Signature

Date

WEST SIDE CAREER AND TECHNOLOGY CENTER IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION WHICH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, OR HANDICAP IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX, AND SECTION 504. FOR INFORMATION REGARDING CIVIL RIGHTS, OR FOR GRIEVANCE PROCEDURES, CONTACT THE TITLE IX AND SECTION 504 COORDINATOR: MR. DAVID WILLIAMS, BUSINESS MANAGER, WEST SIDE CTC, 75 EVANS STREET, KINGSTON, PA 18704-1899, (570)288-8493 EXT. 127