

**P-TECH NORWALK
23 CALVIN MURPHY DRIVE
NORWALK, CT 06851
PHONE: 203-838-4481, EXT. 13150**

TRANSCRIPT REQUEST FORM

**ALL GRADS FROM 2015 - PRESENT
HIGH SCHOOL FAX: 203-899-2815 – PICK UP AT P-TECH OFFICE**

**ALL GRADS FROM 2014 AND EARLIER
PLEASE CALL 203-854-4175**

******FOR NON-GRADS: IF YOUR DOB IS PRIOR TO 1994, PLEASE CALL 203-854-4175******

THIS FORM MUST BE COMPLETED IN FULL BEFORE ANY TRANSCRIPTS CAN BE RELEASED. PLEASE ALLOW UP TO TEN (10) WORKING DAYS FOR PROCESSING. FEE: \$2 PER TRANSCRIPT TO BE PAID AT TIME OF PICK UP. IF THE TRANSCRIPT NEEDS TO BE SENT, THEN PLEASE SEND A CHECK IN ADVANCE MADE OUT TO P-TECH NORWALK.

Date _____

Student's Name (last, first)

D.O.B

Student's Address

Cell Phone

or:

Email

Year of Graduation

or:

Years attended P-TECH Norwalk

I Hereby Authorize P-TECH Norwalk to release the following information:

_____ Transcript and Cumulative Record Data

_____ Special Education/Student Services Records (I.E.P., P.P.T. Minutes,
Psychological, Social Work, Speech/Hearing)

Please release information to: _____

Signature

*******For Administration*******

Proof of Identity: _____

\$2/ Transcript Received: _____