



# Butler County Area Vocational-Technical School

210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

Fax (724) 282-7448

## STUDENT TRANSCRIPT REQUEST GUIDANCE DEPARTMENT

Student Name (at time of attendance): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Contact Number: \_\_\_\_\_

Attending Year 1: \_\_\_\_\_ Program Name: \_\_\_\_\_

Attending Year 2: \_\_\_\_\_ Program Name: \_\_\_\_\_

Attending Year 3: \_\_\_\_\_ Program Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Are you currently attending BCAVTS:  YES  NO

I hereby authorize the Butler County AVTS to furnish the school/agency/employer, etc. listed below with any information concerning my school record which is requested by that said agency, including a transcript of grades, attendance and tardiness records, test scores, and if applicable; health and immunization records, Individualized Education Plan (IEP), Evaluation Report (ER) and discipline report.

I do hereby release the Butler County AVTS and all individuals connected herewith from all liability for any damage whatsoever incurred in furnishing such information.

### Records to be sent to

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Authorization

If individual has reached 18<sup>th</sup> birthday, he/she must sign this release.

If under 18 years of age, legal parent/guardian is required to sign the release.

### Authorized signature for release of aforementioned information

Date: \_\_\_\_\_

**Submit Completed Transcript Request to:**  
**Alisha Stephenson, Guidance Department Assistant**  
724-282-0735 x 207

**\*A live signature is required.**

The Butler County Area Vocational-Technical School is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Jared Ryan, Principal/Assistant Director, Title IX Coordinator and Section 504 Coordinator at ryanj@butlertec.us, 210 Campus Lane, Butler, PA 16001, (724) 282-0735.