



DAUPHIN COUNTY TECHNICAL SCHOOL
REQUEST FOR PERMISSION TO RELEASE
PERMANENT SCHOOL RECORD TO THIRD PARTY

Fee \$2.00 per transcript

Fee waived for Students currently attending DCTS

STUDENT INFORMATION: PLEASE PRINT CLEARLY

Name: _____

Year Graduated: _____ Home School: _____

Home Phone: _____ Cell Phone: _____

Type of Records Requested:		Purpose of Request:	
<input type="checkbox"/> Official Transcript	<input type="checkbox"/> Grades	<input type="checkbox"/> Employment	<input type="checkbox"/> Military
<input type="checkbox"/> Unofficial Transcript	<input type="checkbox"/> Test Scores	<input type="checkbox"/> College	<input type="checkbox"/> Other

I give permission to release the above records to:

Parent Signature required if Student is under 18 years of age

Student Signature: _____ *Parent Signature:* _____

Please allow 3 business days for processing all transcript requests for employment; 5 business days for college transcripts; 7 business days for all other requests.

Business Office Approval

Date

Paid – Check Number; _____

Please make checks payable to : Dauphin County Technical School

\$25.00 Fee for all returned checks

The Dauphin County Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, 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 grievance procedures, contact our Title IX Coordinator or Section 504 Coordinator, Mrs. Margaret Gilreath or Mr. Nick Blanch at 6001 Locust Lane, Harrisburg, PA 17109 (717) 652-3170. For information regarding services, activities, and facilities that are accessible to and usable by handicapped individuals and groups, please contact Dr. Kevin Lacey, Administrative Director.