



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

STUDENT INFORMATION - PLEASE PRINT CLEARLY

Name: _____

Year of Graduation: _____ Home School District: _____

Preferred Phone: _____

Type of Records Requested:

- Official Transcript (will be mailed via US Mail to address(es) indicated below)
Unofficial Transcript (will be emailed to the email recipient(s) indicated below)
Program of Study Completion Packet (will be mailed via US Mail to address(es) indicated below)

Note: POS Packets are available for students graduating in 2014 or later.

Purpose of Request

- Employment Military Post-Secondary Education Other

Email Recipient(s): _____

US Mail Recipients (Please add additional recipients to the back of this form):

Name:
Company or School:
Street:
City: State:
ZIP:

Name:
Company or School:
Street:
City: State:
ZIP:

Dauphin County Technical School is authorized to release the requested information to these recipients.

Signature of Student/Graduate

Signature of Parent or Guardian (if under 18)

Name of Parent or Guardian (if under 18)

Requests will be fulfilled in 5-7 business days. ALL TRANSCRIPTS WILL BE MAILED - NO PICK UP.

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 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 the Administrative Director at 6001 Locust Lane, Harrisburg, PA 17109 (717) 652-3170. 02007 Dauphin County Technical School