



Central Ohio Technical College

Gateway Student Records
1179 University Drive, Newark, OH 43055
Phone: (740) 364-9594 ■ Fax: (740) 366-9160
■ cotcrecords@cotc.edu

CONSENT FOR HIGH SCHOOL RECORDS RELEASE

Instructions to Student:

Send this form to your current/former high school. Transcripts are not considered official unless mailed to COTC directly from the high school. Faxed transcripts are not considered official. If you attended a vocational school during high school, the transcript needs to be mailed from your home school. Some schools may require a processing fee.

Name	<input type="text"/>			Student ID	<input type="text"/>
	Last	First	Middle Initial		
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Telephone Number	<input type="text"/>				
Date of Birth	<input type="text"/>				
High School Name	<input type="text"/>				
Graduation Date	<input type="text"/>				
<input type="radio"/> Please send current high school transcripts					
<input type="radio"/> Please send final high school transcript after graduation					

I hereby give permission to the high school named above to send my official transcripts including courses, grades, attendance and any college test scores to:

**Central Ohio Technical College
Student Records Office
1179 University Drive
Newark, OH 43055-1767**

Student Signature	<input type="text"/>	Date	<input type="text"/>
Parent/Legal Guardian Signature (if student is less than 18 years of age)			
<input type="text"/>		Date	<input type="text"/>
Revised	<input type="text" value="12/3/2012"/>		