

Withlacoochee Technical College

Citrus County Public Safety Training Center  
1201 West Main Street  
Inverness, Florida 34450  
(352) 726-2430, x4352, Fax (352)249-2155  
[ratcliffc@citrus.k12.fl.us](mailto:ratcliffc@citrus.k12.fl.us)

### Permission to Release Student Records

#### Student Information

Social Security No.		Approx. Graduation Date	
Name		Phone	
Address		Fax	
City, State Zip		Email	

#### Record Request Instructions

Please send this type record to	This address
<input type="checkbox"/> Official Copy to Agency/School <input type="checkbox"/> Unofficial Copy to Student <input type="checkbox"/> Other (please specify) <input type="checkbox"/> To be picked-up by requestor	Attn.:
<input type="checkbox"/> Official Copy to Agency/School <input type="checkbox"/> Unofficial Copy to Student <input type="checkbox"/> Other (please specify) <input type="checkbox"/> To be picked-up by requestor	Attn.:

*Note: It is the responsibility of the requestor to confirm receipt of transcript with the institution/s listed above.*

**Payment Information -- \$5.00/copy processing fee – No fee is imposed if requested within one year of graduation. Fees must be paid in full at WTC's Business Office or by phone via debit card/credit card prior to fulfillment. No personal checks accepted.**

#### Authorization

I authorize the release of the above information to the institution and/or individual named above. I understand that I have the right to review all records being forwarded prior to their release. I have also been informed that I have a right to a hearing to contest any information contained in these records prior to their release.

Requestor's Signature (if requesting via email, enter full name indicating your authorization to release.)	Date
<b>After acquiring your transcript the CCPSTC office will e-mail you when to make payment. If you are making your \$5.00 payment by phone please e-mail the payment code Ms. Cooper will be giving you. Transcripts will not be honored until form and payment has been submitted.</b>	

#### For Training Center Staff Use Only

<input type="checkbox"/> Fulfilled by:
Date Fulfilled:

**Business Office-352-726-2430 Ext. 4304  
(Located in Room 110A) Monday - Friday  
7:00 AM - 2:00 PM**