



**WITHLACOOCHEE
TECHNICAL INSTITUTE**



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Inverness, Florida 34450
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Criminal Justice Academy

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 WTI's Book Store or by phone via credit card prior to fulfillment.*

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
If you are making your \$5.00 payment by phone, enter the payment code that Ms. Sleighter gives you at the time of your transaction so this request will be honored.	

For Academy Staff Use Only

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

Bookstore (Room 103) Hours

Monday, Tuesday, Wednesday and Thursday: 7am to 6:30pm
Friday: 7am to 2pm
Call for Summer Hours
Phone: Ms. Sleighter, 352-726-2430, x4304
Fax: 352-249-2153