



Central Ohio Technical College

The Gateway – Student Records

1179 University Drive, Newark, OH 43055

Phone: 740-364-9594 Fax: 740-366-9160

cotcrecords@cotc.edu

Consent for Educational Transcript Release

Instructions to student: Send this form to your current/former College, University, or Vocational School to request an official transcript. Transcripts are not considered official unless mailed or sent electronically to COTC directly from the College, University, or Vocational School. Faxed transcripts are **NOT** considered official. Check with your former institution to verify if a processing fee is required.

Last Name

First Name

Middle Name

Date of Birth

Address

City

State

Zip

Telephone Number

Institution Name

Date of Graduation

Last Quarter/Semester Attended

I hereby give permission to the College, University or Vocational School named above to send my official transcript, including courses, grades, attendance and any standardized test scores to:

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

Student Signature

Date

Parent/Legal Guardian Signature
(if the student is under the age of 18)

Date

This form should not be returned to COTC to request your official transcripts from another institution. You must mail, fax, or email this form directly to your former institution to request transcripts.

Contact the institution first to verify if there are processing fees before using this form.