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 High School Records Release

Instructions to student: *Send this form to your current/former high school to request an official transcript. Transcripts are not considered official unless mailed to COTC directly from the high school. COTC will also accept official, signed transcripts through email to the address above from a high school officials' school email address. Faxed transcripts are* ***NOT*** *considered official. Check with the high school to verify if a processing fee is required.*

_____ _____
Last Name First Name Middle Name Date of Birth

_____
Address

_____ _____ _____
City State Zip

_____
Telephone Number

_____ _____
High School Name Date of Graduation

☐ Please send current high school transcript
☐ Please send final high school transcript with date of graduation

I hereby give permission to the high 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 Date
(if the student is under the age of 18)

This form should not be returned to COTC to request your official transcripts from high school. You must mail, fax, or email this form directly to the high school to request transcripts.

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

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