



431 Minor Street  
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Phone: 860.584.8433  
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[bristol.cttech.org](http://bristol.cttech.org)

## RELEASE OF RECORDS

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Email address: \_\_\_\_\_

LAST YEAR ATTENDED/YEAR CERTIFICATE AWARDED \_\_\_\_\_ TRADE/SHOP \_\_\_\_\_

I authorize the Bristol Technical Education Center to release the specified record(s) to:

*(Please check one of the options indicated)*

UNOFFICIAL TRANSCRIPT  OFFICIAL TRANSCRIPT  SCHOOL RECORDS

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY& ZIP CODE: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*(only if not at least 18 years of age)*

Return this form to Bristol Technical Education Center via:

Fax: (860) 584-0795

Email: [Miranda.Hoxha@cttech.org](mailto:Miranda.Hoxha@cttech.org) or [Domenica.Holman@cttech.org](mailto:Domenica.Holman@cttech.org)

Mail: Bristol Technical Education Center, 431 Minor Street, Bristol, CT 06010

All transcripts will be processed within 10 days of your request except for the summer months.

*“Preparing students with the skills to be successful in the modern workforce.”*