

North Campus
1189 Deepstep Road ■
Sandersville, GA 31082
Phone: (478) 240-5161
Fax: 1-800-473-3021



South Campus
560 Pinehill Road ■
Dublin, GA 31021
Phone: (478) 274-7761
Fax: 1-800-473-3021

Authorization to Release Records

A fee of **\$5.00** will be required for each official transcript requested. Transcript fee may be paid by phone by contacting the Business Office at 478-553-2147 or 478-274-7737. Please allow **3 days** for processing. (Transcripts will not be issued to a student whose record indicates financial indebtedness to the institution.)

Student's Name: _____

SSN#: _____ Birthdate: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Oconee Fall Line Technical College is granted permission to release my records, including previous and current grades and test scores and/or other information. I agree to assume all legal responsibility and do hereby relieve the person who provided such information from any liability, regardless of any action, which might arise as a result of the release of the information requested.

Send To: _____

Address: _____

City: _____ State: _____ Zip: _____

Consent to let named individual pick up student records by signature below:

Name: _____

Relationship: _____

Transcript Information Only:

- Electronically
- Mail
- Pick Up
- Hold until grades are posted

Test Score Information Only:

- Mail
- Pick Up
- Fax (please provide number)
(____) _____ - _____

Documentation from Student File:

- Post-Secondary Transcript(s)
- High School Transcript
- Other (please list):

Student's Signature: _____

Date: _____

For Office Use Only

Initials Person Supplying Information: _____

Date Completed: _____