



STATE OF CONNECTICUT

HOWELL CHENEY TECHNICAL HIGH SCHOOL

791 West Middle Turnpike • Manchester, CT 06040-1899

Phone: (860) 649-5396 Fax: (860) 649-5263

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SCHOOL RECORDS/TRANSCRIPT REQUEST

_____	_____	_____
<i>Student Last Name – Print</i>	<i>Student First Name - Print</i>	<i>Year of Graduation</i>
_____	_____	_____
<i>Phone Number</i>	<i>D.O.B.</i>	<i>Email</i>

My signature authorizes you to release all or part of my school records and information to the agency or individual(s) listed below. If partial release, list information to be released as follows:

_____	_____
_____	_____
_____	_____

You are, hereby, relinquished and released from any liability whatsoever which may occur as a result of the release of the records and information identified above pursuant to this authorization.

Please mail the above information and/or records to:

Attention: _____

Date information required: _____

Student Signature _____ *Date* _____

FOR OFFICE USE ONLY

Date Request Received: / / **Date Info Mailed:** / /
