



Mid-East CTC - Adult Education  
400 Richards Rd  
Zanesville OH 43701  
Phone 740-455-3111 Fax 740-454-1368

## Transcript Release/Request Form

Mid-East Career & Technology Centers are requesting an official/unofficial transcript for the prospective student listed below. The Transcript **MUST HAVE A GRADUATION DATE ON IT**. Please fax or email as soon as possible.

Name \_\_\_\_\_

Last Name at time of graduation \_\_\_\_\_

Address, City, State \_\_\_\_\_

Phone \_\_\_\_\_ Number of transcripts requested \_\_\_\_\_

High School Attended \_\_\_\_\_

School Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates Attended from \_\_\_\_\_ To \_\_\_\_\_

MECTC - Adult Education Program Interest \_\_\_\_\_

Comments \_\_\_\_\_

I hereby authorize the above named school to release the appropriate records to Mid-East Career and Technology Centers – Adult Education.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Kevin Melick [kmelick@mideastctc.org](mailto:kmelick@mideastctc.org)  
Admissions and Operations Coordinator  
Mid-East Career & Technology Centers - Adult Education