I am requesting:

☐ Immunization Records  ☐ ACT Scores  ☐ SAT Scores

☐ ACCUPLACER Scores  ☐ Other Test Scores: ________________

Please allow 2-3 business day processing time for mailed immunizations and test scores. Test Scores and Immunizations that are to be picked up will be available the following business day. Test scores and immunizations cannot be sent electronically.

Choose one. Please complete additional requests for each copy needed.

☐ Send by Mail

Institution Name: ________________________________

Address: ____________________________________________

City/State/Zip: _______________________________________

☐ Fax to: __________________________________________

☐ Pick-up

South Georgia State College reserves the right to withhold copies of educational records of students who fail to meet their financial obligations to the College.

Federal Law requires completion of below before transcript can be released:

I authorize release of my records to the organization or party listed above.

Signature ____________________________________ Date: ____________

Drop off, mail, email, or fax completed form to address, email, or fax number at the top of this form.

Revised October 2019