

# RELEASE OF INFORMATION REQUEST

There is no fee charged for GED/HSED transcripts or score reports, or ACCUPLACER score reports.  
Due to the testing schedule and staff availability, same-day requests cannot be guaranteed.  
All requests are processed in the order they are received.

**Transcripts and scoring information cannot be faxed OR emailed.**

**PLEASE COMPLETE ALL SECTIONS.**  
Missing information will cause delays in processing the request.

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

NAME AT THE TIME OF TESTING (ONLY if different): \_\_\_\_\_

SS#: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ DATE TESTING COMPLETED: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

- INFORMATION REQUESTED:  ACCUPLACER Score Report  
 GED/HSED Official Transcript (ONLY if completed all requirements)  
 GED/HSED Score Report  
 GED/HSED Wizard log-in information  
 Other \_\_\_\_\_

INFORMATION TO BE SENT TO: \_\_\_\_\_  
(MUST include name and address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Must be student's handwritten signature. Typed signatures will not be accepted.)

**PLEASE PRINT & SUBMIT REQUEST TO:**

Assessment—Counseling Services (Room E121)  
Fox Valley Technical College  
1825 N. Bluemound Dr.  
P.O. Box 2277  
Appleton, WI 54912-2277  
Phone #: (920) 993-5139  
Fax #: (920) 993-5266  
[assessment@fvtc.edu](mailto:assessment@fvtc.edu)

**FOR OFFICE USE ONLY:**

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

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

Processed by: \_\_\_\_\_

**THANK YOU!**