

Certification Record (Transcript) Release Form

In compliance with the Family Education Rights and Privacy Act, the Alabama Fire College must obtain written consent from students before disclosing any personally identifiable information from their educational records. Such written consent must have the following information:

1. Specify the records to be released
2. State the purpose of the disclosure
3. Identify the part or parties to whom disclosure may be made
4. Be signed and dated by the student

This Certification Record (transcript) is not considered an official college transcript. This transcript only indicates the courses, certifications and grades for classes taken at the Alabama Fire College. The Alabama Fire College is not a credit granting institution and therefore, this transcript does not denote college credit nor is it intended to be used as an indicator of college credit. Official college (credit) transcripts for courses taken at the Alabama Fire College on the Tuscaloosa Campus may be requested directly through Shelton State Community College at www.sheltonstate.edu

Information being requested: _____

Purpose of disclosure request: _____

Party or parties requesting the disclosure information: _____

Date of request: _____

Name under which you attended the College:

First Name: _____ Middle Name: _____

Last Name: (list any other names that might be on record, i.e. maiden name)

Address: _____

City, State, Zip: _____

Phone Number: Home _____ Work _____ Cell _____

Date of Birth: _____ Social Security Number: _____

Dates Attended/Certified: _____

Per my signature, I hereby authorize the Alabama Fire College and Personnel Standards Commission to release _____ copy(ies) of my certification record.

Student's Signature

Date

This release may be faxed, mailed or hand delivered to:

Alabama Fire College
2501 Phoenix Drive
Tuscaloosa AL 35405
Fax: (205) 391-3757