

Placement Test Score Request

Student records are protected under the Family Educational Rights Protection Act (FERPA) and the SCC Student Records Policy and cannot be disclosed without written consent from the student. Therefore, this form must be completed and submitted to the Testing Office prior to the release of test scores.

Please note that SCC can only release placement test scores for tests taken at SCC. Tests taken at another institution must be requested from that institution. Also, SCC is unable to release copies of other types of test scores (i.e., ATI TEAS, SAT, ACT, etc.).

You may submit this form in person at one of our campuses, by mail to the address above, by email to the address above or by fax to the number above.

STUDENT INFORMATION

Student Name: _____
(Last) (First) (Middle)

Student ID or SSN: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____ Phone Number: _____

RECIPIENT INFORMATION

Mail

Organization/Name: _____

Email

Mailing Address: _____

Fax

(City) (State) (ZIP)

Pick Up (Photo ID Required)

Fax # or Email Address: _____

SIGNATURE REQUIRED

By signing this form, I understand that I am authorizing Southwestern Community College to release my placement test scores to the person/organization specified above.

Signature _____ Date _____

***The Testing Office will make every effort to comply with your request within five business days of receipt of this form. It is the responsibility of the student to verify receipt of the requested document by the receiving institution.**

OFFICE USE ONLY

Emailed _____ Faxed _____ Processed by: _____

Mailed _____ Picked Up _____ Date: ____/____/____