



**Assessment of Prior Learning / Focused Portfolio Development
Transcript Release Request**

The Family Educational Rights and Privacy Act of 1974 prohibits release of student information without the *student's written consent*. To release your transcript, please complete this form and **mail to: Records Specialist, Prior Learning Office, PO Box 489, Montpelier, VT 05601-0489 or fax to 802-828-2801. You may also scan and email your signed form to PriorLearning@ccv.edu.**

PLEASE PROVIDE THE FOLLOWING INFORMATION

Year you took Assessment of Prior Learning or Focused Portfolio Development and submitted a portfolio for assessment (Formerly titled Educational Assessment and Portfolio Preparation) _____

Name _____

Other names under which you may have attended Assessment of Prior Learning or Focused Portfolio Development _____

Daytime phone number _____ Date of Birth _____ Last 4 digits of SS# _____

Mailing Address _____

City _____ State _____ Zip _____

Signature (required) _____

***This is not a Community College of Vermont transcript request form
If you did not take APL or FPD, did not prepare and submit a portfolio for evaluation, this is not the correct form.***

PLEASE SEND MY OFFICIAL APL/FPD TRANSCRIPT TO: (We are unable to deliver official transcripts electronically)

Name/Institution _____

Address _____

City _____ State _____ Zip _____

Name/Institution _____

Address _____

City _____ State _____ Zip _____

(Optional)

- Please send me an unofficial APL/FPD transcript. (This is identical to the copy you received in your award packet)
- I have an ETES transcript on file at the Prior Learning Office and would like that included with this request. (Leave blank if unsure)

Please contact us at 802-828-4064 if you have any questions.