



## NORTHERN LIGHTS AT CCV TRANSCRIPT RELEASE REQUEST FORM

- ✓ This form may only be used to send a CCV transcript to Northern Lights at CCV. These transcripts are issued free of charge.
- ✓ The Family Educational Rights and Privacy Act of 1974 prohibits release of student information without the student's written consent.
- ✓ All requests are processed upon receipt unless the student indicates the transcript should be held pending current semester grades, or for graduates, verification of their degree. Please indicate your preference:

Hold for current semester grade(s)  Hold for degree verification  Send transcript now

Only verifiable information will be entered by Northern Lights into your Bright Futures Information System (BFIS) Quality and Credential Account. **If you currently work at a regulated child care program the person with BFIS program administrator access can view your professional development, education and credentials, including any scanned transcripts in your BFIS Credential Account.**

### PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Signature (required) \_\_\_\_\_

Other names under which you may have attended CCV or another Vermont State College:

\_\_\_\_\_

CCV ID# or last four digits of SS# \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Mailing address \_\_\_\_\_

Did you take any CCV courses prior to fall 1986?  Yes  No

BFIS Quality and Credential account number: \_\_\_\_\_ (required)

### SEND THIS FORM TO:

Northern Lights at CCV, PO Box 489, Montpelier, VT 05601 OR [professional.development@ccv.edu](mailto:professional.development@ccv.edu)

Your transcript will be sent to Northern Lights at CCV.

Any other transcript requests must be made through [ccv.edu/transcripts](http://ccv.edu/transcripts)