



Office of Student Support and Testing  
800 US Highway 29 North  
Athens, GA 30601-1500  
testing@athenstech.edu

## TEST SCORE RELEASE FORM

**Directions:** Complete all fields in the form. Fill out an additional request if a second copy is to be sent to another address. After completing this form, it must be submitted to ATC Testing Services, along with a copy of the student's picture identification card. The form can be dropped off, mailed, or emailed with a copy of your driver's license. All financial obligations to the college must be satisfied before test scores can be released.

Please allow 24 hours for requests to be processed. Exams administered at other institutions will not be released. Incomplete forms cannot be processed. Every attempt is made to properly mail requests, but the institution can assume no responsibility for final delivery.

### Current Name on Record

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

\_\_\_\_\_  
ATC Student ID

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Please check below the manner in which you would want your test scores released.**

To Be Picked Up

By Fax

\_\_\_\_\_  
Area Code

\_\_\_\_\_  
Phone Number

By Mail

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Street

\_\_\_\_\_  
Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Office Use Only:

Identification Verified

Fee Paid

No Holds

\_\_\_\_\_  
Date Mailed/Faxed/Collected In Person

\_\_\_\_\_  
Initials