Work Keys Score Report Request Form

Alliance Career Centre
500 Glamorgan Street
Alliance, Ohio 44601
p. 330-829-2267 f. 330-821-3573

• This form is used for requesting unofficial and/or official Work Keys Score Reports.
• This form may be faxed or mailed to the Alliance Career Center.
• $5 charge for each report. Make checks payable to the Alliance Career Center.

FIRST: ___________________________ MI: _____ LAST: ___________________________

Previous Name(s) if applicable: __________________________________________________

SOCIAL SECURITY NUMBER _____________________________

CURRENT ADDRESS: ___________________________________________________________

CITY: ___________________________ STATE: ___________________________ ZIP: __________

PHONE: ___________________________ EMAIL: _________________________________

DATES OF ATTENDANCE: ___________________________ PROGRAM: ___________________________

Type of report requested: _____ Official _____ Unofficial

Processing: _____ Pick up _____ Mail to Address Below

_____ Record

PLEASE SIGN HERE: Your transcripts/records cannot be released mailed without your signature.
I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Alliance Career Center to release my academic transcript as indicated.

STUDENT’S SIGNATURE: ___________________________________ DATE: ______________

Report to be sent to this address. You are responsible for the address. Allow 2 business days for processing. Payment must accompany request.

ATTENTION:


