

 **WENATCHEE VALLEY COLLEGE**
PLACEMENT RECORDS REQUEST FORM

INSTRUCTIONS

1. Print clearly.
2. Return completed form to your campus:
 - Wenatchee: the Educational Planning & Testing Center on the first floor of Wenatchi Hall or email it to TestingCenter@wvc.edu.
 - Omak: the front desk in the Administration Building or email to havila@wvc.edu or cmartin@wvc.edu.
3. There is no charge for this service. WVC Testing Center staff will process your request within five business days.

STUDENT INFORMATION

Name _____
Last First Middle

Previous Names _____ Date of Birth _____

Student ID and/or Social Security Number _____

Approx. month/year tested _____ Phone _____

RECIPIENT CONTACT INFORMATION

Where would you like your placement records sent? _____

Contact information (fax number/email address) _____

Mailing Address _____

ACKNOWLEDGEMENT

*I give Wenatchee Valley College permission to release my placement records to the above named recipient.
I authorize communication with said institution/person.*

Signature of person who tested (required) _____

Date (required) _____

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process. The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses: To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu. To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.