



## REVERSE TRANSFER OF CREDIT - TRANSCRIPT RELEASE FORM

Mailing or In-Person Address: Office of the Registrar  
Lucas Administration Center 301  
Nunn Drive  
Highland Heights, KY 41099  
Phone: 859.572.5556 or FAX: 859.572.6094

Official transcripts will not be released until all financial obligations to the college have been satisfied.

### STUDENT INFORMATION

All blocks in student section must be completed – PLEASE PRINT LEGIBLY

Student ID or Last Four of SSN	Last Name	First Name	Middle
Previous Names	Daytime Phone Number	What was the last year you attended KCTCS?	
E-mail Address	Birthdate MMDDYY	Home KCTCS College	

### MAILING INFORMATION

By signing this request your transcript will be released to the Kentucky Community and Technical College System (KCTCS) institution from which you transferred. Requests completed using this form will be sent automatically to the attention of the Registrar at your previous KCTCS home institution.

### AUTHORIZATION TO RELEASE ACADEMIC RECORDS

**FERPA COMPLIANCE** - I authorize the release of my academic records maintained by Northern Kentucky University to your home college in the Kentucky Community and Technical College System for review under the Reverse Transfer of Credit Agreement.

STUDENT SIGNATURE

DATE

Federal law requires the student signature for release of transcripts. All holds must be cleared before submitting a transcript request.