

## Placement Assessment Release Instructions

If you have taken a Placement Assessment **within 12 months** your results will be available to release to you or another party of your specification. Please follow the steps below:

1. Come to the Testing Center with picture identification. We can print them out and you can give your results to anyone you choose.

**OR**

2. Provide us with a release form (attached) giving us permission to send your results to your intended recipient, or provide us with the following information on a hand written sheet of paper:
  - Your name
  - Your Pierce College Student ID Number or Social Security Number
  - Your contact information
  - A signed statement granting release of your information to a specific person or institution
  - The address, email address or fax number where you want the results sent
  - Provide the release information to either of our testing centers:

### **Puyallup Testing Center**

Gaspard Administration Room 107

Fax: 253.840.8331

E-mail: [puytesting@pierce.ctc.edu](mailto:puytesting@pierce.ctc.edu)

### **Fort Steilacoom Testing Center**

Cascade Building Room 302

Fax: 253.912.3712

Email: [testing@pierce.ctc.edu](mailto:testing@pierce.ctc.edu)

01/11/2017

## Test Scores Release Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**OR**

Pierce College Student ID Number: \_\_\_\_\_

**AND**

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

I hereby give Pierce College permission to release my placement results to:

Name of person or institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### For Staff Use

Date received: \_\_\_\_\_ Processed by: \_\_\_\_\_

Sent via:  Mail     Email     Fax    Date sent: \_\_\_\_\_