

COLLEGE OF DUPAGE

TESTING CENTER

College of DuPage Placement Test Score Release Form

If you have taken placement tests with the College of DuPage and wish to release an official copy of your scores to another institution, please follow the directions below. There is a \$25 fee for this service. If you have any questions, please contact the Testing Center office at 630-942-2401.

1. **Print and complete this form.**
2. **Make a copy** of your driver's license, state ID, passport, or military ID. If you do not have any of these types of IDs, please contact the Testing Center office.
3. Return the completed form and the **copy of your ID** to the Testing Center office:
 - Fax: 630-942-3724
 - Email: testing@cod.edu
 - Mail: College of DuPage: Testing Center 425 Fawell Blvd Glen Ellyn, IL 60137
4. **Pay the \$25 fee.** You can mail a check in with the forms (make check payable to COD) or you can call the Testing Center office at 630-942-2401 and pay over the phone with a credit card. We can mail or email you a receipt.

Once we have received all the necessary paperwork and payment, we will send an official copy of your scores to the institution you indicate below. **You must indicate a person or department for us to send the scores to.**

Student Name
COD Student ID#
Student Phone
Birthdate
Institution Name
Department/Person

Which placement scores would you like released? ALL Reading Writing Math

How would you like us to send your scores?

Fax to the institution:

Email:

Mail:

(Please provide institution fax number)

(Please provide institution email)

(Please provide institution mailing address)

I give permission to the College of DuPage to release my placement test scores to the institution indicated above.

Signature

Date

Office Use Only (initial) – Receipt # with date:

Paid/Sent Date:

ID Verification (walk-ins only):