

TIMBER CREEK REGIONAL HIGH SCHOOL
COUNSELING DEPARTMENT
501 Jarvis Road
Erial, NJ 08081

TRANSCRIPT RELEASE REQUEST
There is a \$5.00 fee for each transcript requested
(Only cash or money order accepted- payable to Timber Creek High School)

Timber Creek Regional High School has always honored student request to forward transcripts.

Effective November 15, 1974, Federal and State Law –prohibits the release of pupil records without parent or adult student written authorization. The school cannot release records without this written permission.

Ref. New Jersey Administrative Code #6:3-6.1 et seq. states, “Organizations, agencies and persons from outside the school shall have access to pupil records if they have written consent of parent or adult pupil (age 18)”.

I have read the above statement and, pursuant to the law- I hereby authorize the release of a copy of the transcript (school records) concerning the student named below, to the following outside agencies that bear my signature.

Student Name: _____

Maiden Name If Applicable: _____

Date of Birth: _____ Year of Graduation: _____

(If graduation date is less than two years, fee is waived)

Phone #: _____ Fax#: _____

If you need an **official transcript** we have to send it directly. If you want it in a sealed envelope to be included in a portfolio, it will include the statement below. An **unofficial transcript** can be mailed, faxed or picked-up.

Please Circle: Official Unofficial

Name and Address to be mailed to: _____

Fax number to be sent to: _____

Person and number to call to pick up: _____

Parent or Adult Pupil (Age @18) Signature

Date

NOTE: Any other organizations, agencies, and persons from outside the school will have to secure written authorization for the release of such transcripts. A photocopy of this authorization shall be considered as effective and as valid as the original.

In order to ensure the integrity of Timber Creek Regional High School’s permanent records, as a matter of practice, we will not release “official” transcripts directly to students or parent/guardians. If there are extenuating circumstances, the following message will appear on the transcript “This official transcript has been released directly to the student or parent/guardian.”

Rev. 1/14

Fee received: Amount: _____ Date: _____ Initials _____