

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT**  
**Triton Regional High School**  
**School Counseling Office**  
**250 Schubert Avenue**  
**Runnemede, NJ 08078**

**TRANSCRIPT (SCHOOL RECORD) RELEASE REQUEST**

- Effective November 15, 1974, Federal and State Law – prohibits the release of pupil records without parent or adult 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 concerning the students named below, to the following outside agencies that bear my signature.*

**There is a \$5.00 fee (must be cash or money order)**

STUDENT NAME: \_\_\_\_\_

MAIDEN NAME (if applicable): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ YEAR OF GRADUATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

If you need an official transcript we have to send it directly to the recipient:

\_\_\_\_\_ Official

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need an unofficial transcript can be picked up, mailed, or faxed:

\_\_\_\_\_ Unofficial

Person to pick up \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_\_\_  
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 Triton Regional High School’s permanent records, as a matter of practice, we will not release official transcripts directly to students or parents/guardians.

*OFFICE USE ONLY*

DATE REQUEST RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE RECORDS MAILED: \_\_\_\_\_

MAILED BY: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_