

COUNSELOR: \_\_\_\_\_

HIGHLAND REGIONAL HIGH SCHOOL COUNSELING OFFICE  
TRANSCRIPT (SCHOOL RECORD) RELEASE

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)".

STUDENT: \_\_\_\_\_ ID #: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ YEAR OF GRADUATION: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

I have read the above statement and, pursuant to law - - I hereby authorize the release of a copy of the:

TRANSCRIPT (school record): \_\_\_\_\_ MEDICAL RECORDS: \_\_\_\_\_

TO: COLLEGE/OUTSIDE AGENCY: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ Post Secondary College/School \_\_\_\_\_ Other (state purpose) \_\_\_\_\_  
\_\_\_\_\_ Other School (transfer) \_\_\_\_\_ Prospective Employer \_\_\_\_\_  
\_\_\_\_\_ Scholarship \_\_\_\_\_ First - Fourth Marking Period Grades \_\_\_\_\_  
\_\_\_\_\_ Mid-Year Report \_\_\_\_\_ Athletics \_\_\_\_\_

**PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR REPORTING SAT/ACT SCORES TO COLLEGES**

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 insure the integrity of Highland Regional High School's permanent Records, as a matter of practice, we will not release "official" transcripts directly to students or parents/guardians.

FOR OFFICE USE ONLY:

DATE REQUEST RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
DATE RECORDS MAILED: \_\_\_\_\_ MAILED BY: \_\_\_\_\_