

HIGHLAND REGIONAL HIGH SCHOOL  
COUNSELING DEPARTMENT



TRANSCRIPT RELEASE REQUEST

**There is a \$5.00 processing fee**

*Only cash or money order accepted (payable to Highland HS)*

Send request forms

Fax: (856) 227-8422

Email: [icasares@bhprsd.org](mailto:icasares@bhprsd.org) or [mmiller@bhprsd.org](mailto:mmiller@bhprsd.org)

Mail: 450 Erial Road, Counseling Dept., Blackwood, NJ 08012

*Effective November 15, 1974, Federal and State Law prohibit 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 #: \_\_\_\_\_ Email: \_\_\_\_\_

If you need an **official** transcript we must send it directly or it can be placed in a sealed envelope to be included in a portfolio. If you need an **unofficial** transcript, it can be mailed, faxed or picked-up.

CHECK TYPE OF TRANSCRIPT:     Official     Unofficial

Name and Address to be mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax number to be sent to: \_\_\_\_\_

\_\_\_\_\_  
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 Highland 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 parent/guardian."

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↓FOR OFFICE USE ONLY↓

Amount Recv'd: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_