

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: dbuono@bhprsd.org or smcnamara@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."

↓FOR OFFICE USE ONLY↓

Amount Recv'd: _____ Date: _____ Initials: _____