

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

TIMBER CREEK REGIONAL HIGH SCHOOL GUIDANCE SERVICES  
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: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

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

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

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

COLLEGE MAILING ADDRESS: \_\_\_\_\_

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

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

\_\_\_\_\_  
SIGNATURE - PARENT OR ADULT PUPIL (age 18)

\_\_\_\_\_  
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 Timber Creek High School’s permanent Records, as a matter of practice, we will not release “official” transcripts directly to students or parents/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:

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

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

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

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