

**Bordentown Regional High School
School Counseling Department**

TRANSCRIPT (SCHOOL RECORD) RELEASE FORM

Bordentown Regional High School has always honored student requests to forward transcripts.

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 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: _____

Year of Graduation: _____

Name at time of graduation, if different from above: _____

I have read the above statement and pursuant to the law I hereby authorize the release of a copy of the transcript (school record) concerning the student named below. This transcript may be sent to any school, college, employer or scholarship agency that the student requests.

Signature: _____ Date: _____
Parent or Adult Pupil (Age 18)

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.