

DELRAN HIGH SCHOOL SCHOOL

GUIDANCE DEPARTMENT

TRANSCRIPT (SCHOOL RECORD) RELEASE for ALUMNI

Delran 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)".

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, to the following outside school agencies that bear my signature.

Name: _____

Name at time of attendance (if different from current name): _____

Phone: _____ Email: _____

Date of Birth: _____

Year of Graduation: _____

I am requesting that a copy of my High School transcript be sent to the following address:

Name of Institution _____

Address _____

Address _____

City, State zip code _____

Signature: _____ Date: _____