



Princeton High School
Guidance Department
151 Moore Street
Princeton, NJ 08540
609.806.4282

Transcript (School Record) Release

Princeton 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 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 Name: _____ Maiden Name: _____

Your Daytime Phone #: _____ Year of Graduation: _____

There is a \$3.00 fee for each transcript that goes out (Checks, Money Orders or Cash ONLY)

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 to the following agencies. Please send to the following outside agency/ies (check appropriate box/es):

- Post Secondary School (college, university, vocational/training school)
- Other Secondary School
- Prospective Employer
- Armed Forces
- Other _____

Purpose (i.e. transferring to another school, changing jobs, etc.): _____

Organization: Address: City, State, Zip Attn:	Organization: Address: City, State, Zip: Attn:
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(use other side for more agency addresses if necessary)

Parent or Adult-Pupil (18 or over) Signature

Date

NOTES:

Any other organizations, agencies, and persons from outside the school must 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 Princeton High School's permanent records, as a matter of practice, we will NOT release "official" transcripts directly to any person (they must be mailed directly to the agency).