

# TRANSCRIPT RELEASE FORM

**\*\* FILL OUT THIS FORM FOR COLLEGES YOU ARE APPLYING TO. THEN SUBMIT IT TO YOUR COUNSELOR\*\***

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**\*YOU MUST ALLOW A MINIMUM OF TWO SCHOOL WEEKS FOR YOUR APPLICATION TO BE PROCESSED\***

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 record) concerning the student named above, to the following outside school agencies that bear my signature.

NOTE: Any other organizations, agencies, and persons from outside the school will have to secure written authorization for the release of such transcripts. A copy of this authorization shall be considered as effective and as valid as the original. In order to ensure the integrity of Edison 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."

Parent/Adult (Age 18) Signature \_\_\_\_\_ Date \_\_\_\_\_


| Name of College<br><small>(if not main campus, please specify)</small> | CA/Elect/Mail | Deadline | Instant Decision Day | DATE SENT                         |                 |                       |
|--|---------------|----------|----------------------|-----------------------------------|-----------------|-----------------------|
|  |               |          |                      | STUDENT<br>SUBMIT TO<br>COUNSELOR | BY<br>COUNSELOR | MID<br>YEAR<br>REPORT |
|  |               |          |                      |                                   |                 |                       |
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*\*Common App (CA), if you are applying electronically but not using Common App (Elect), or a hard copy to be submitted via mail (Mail). If you need to something mailed, please see the box below. \*\*Instant Decision Days have specific requirements; please check with your counselor or our website to see if you qualify. You must adhere to our Instant Decision Day deadlines in order to participate, please indicate that date as the deadline, not the one from the college.*

 = PAPER Transcripts      = ELECTRONIC Transcripts

**For every college that DOES NOT accept Electronic Transcript Submission (except Rutgers), you must attach a stamped (3 stamps) addressed (to the college/university) envelope (10X13) to this form.**

**HOW TO FILL OUT AN ENVELOPE**

|               |   |   |
|---------------|---|---|
| (Leave Blank) |   |  |
|               | Name of College<br>Address<br>City, State, Zip Code |   |

FOR OFFICE USE ONLY: Date/Time Received \_\_\_\_\_ Student Signature \_\_\_\_\_