

Transcripts

How can I get a copy of transcripts?

Your last school, or current school, is always the best place to start when looking for student records, including transcripts. You can request your transcripts at any time using the instructions in the following sections. We do not provide duplicate diplomas.

Current Students

If you are a student currently attending an academy at Union County VoTech Schools, you may request a transcript from your guidance counselor at any time.

Former Students

Former students must print and fill out the Transcript Request Form.

If you are the parent or guardian of a student under the age of 18, you can ask for a transcript from your child's school by making a written request. When a student is 18 or older, Union County VoTech Schools will only honor transcript requests from the student. Students can give written permission to access records.

Please submit your request to the UCVTS Student Services Department.

Educational Verifications

Please submit a signed release form from the student and submit your request to the Student Services Department jdilone@ucvts.org.

Special Education Record Request

If you would like your IEP records, please contact the Student Services Department at 908-889-8288 ext 339.