FOR OFFICE USE ONLY
Date Rec'd: _____
Date Mailed: _____

EASTERN REGIONAL HIGH SCHOOL

GUIDANCE SERVICES
TRANSCRIPT (School Record) RELEASE

Eastern Camden County Regional School District has always honored student requests to forward transcripts.
Effective November 15, Federal and State Law – prohibits the release of pupil records without parent or adult 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: _____ MAIDEN NAME: _____
DATE OF BIRTH: _____ YEAR OF GRADUATION: _____ TELEPHONE: _____

I have read the above statement and, pursuant to the law – I hereby authorize the release of a copy of the: ☐ Diploma ☐ Medical Records (graduates only) ☐ Transcript (School Record)

COLLEGE/OUTSIDE AGENCY: _____
Specify campus(s) if any: _____
Address: _____
Purposes: ☐ Post Secondary College/School ☐ Prospective Employer ☐ Other School
☐ Armed Forces ☐ Scholarship ☐ 1st M.P. Grades ☐ Other (state purpose) _____

PLEASE CHECK BOX AND SIGN BELOW

☐ I am aware that in order to insure timely delivery of my transcript, that I will be completing my application to this college within 60 days of submitting this form to guidance. If I do not do so, the guidance office cannot be held responsible for the delivery of electronic transcripts due to the system voiding the documents.

_____ _____ / _____
Parent or Adult Pupil (Age@18) Signature **Date** **Date Due**

Complete if submitting a college application. Please check all that apply.
Application Type: Regular ☐ Rolling ☐ Early Action ☐ Early Decision (binding) ☐
Priority ☐
Transcript Delivery System: Paper ☐ On-Line ☐ Common Application ☐

BE SURE TO CONSULT NAVIANCE FOR APPLICATION/TRANSCRIPT DELIVERY SYSTEM

- **PLEASE ALLOW TWO WEEKS FOR PROCESSING AND DELIVERY OF YOUR TRANSCRIPT.**
- **STUDENTS ARE RESPONSIBLE FOR SENDING SAT/ACT SCORES TO COLLEGES.**
- **STUDENTS MUST FOLLOW UP WITH COLLEGES TO MAKE SURE APPLICATION IS COMPLETE.**
- **IF THE TRANSCRIPT DELIVERY SYSTEM FOR THIS COLLEGE IS PAPER, YOU MUST PROVIDE 3 STAMPS & 11 X 13 ENVELOPE ADDRESSED TO THE COLLEGE WITH EHS AS THE RETURN ADDRESS.**

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.
In order to ensure the integrity of Eastern Camden County Regional School District'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 the parent/guardian."