



# WOODBIDGE TOWNSHIP SCHOOL DISTRICT

## Transcript Request Form

**Colonia High School**  
180 East Street  
Colonia, NJ 07067  
732-726-7058  
FAX: 732-396-3728

**Kenneth D. Pace, Sr.**  
Principal

\* *In accordance with federal law, academic records are confidential and may be released only with the written consent of the student or parent/guardian if the student is under 18 years of age.*

***TRANSCRIPT REQUESTS WILL BE PROCESSED WITHIN 10 BUSINESS DAYS***

### PERMISSION TO RELEASE PERMANENT SCHOOL RECORDS - TRANSCRIPTS

PLEASE SEND TRANSCRIPTS TO THE FOLLOWING: (Name, Address, Zip or Email Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT NAME AT TIME OF GRADUATION: \_\_\_\_\_

STUDENT'S CURRENT NAME (if different from above): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CURRENT HOME PHONE #: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

YEAR OF GRADUATION: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

IF NON-GRADUATE, LAST YEAR ATTENDED: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

(If student is under 18 years of age)

In order for a transcript to be sent as an **OFFICIAL** document it *must be mailed from Colonia High School* directly to institutions of higher learning or employers. Otherwise, an **UNOFFICIAL** document will be forwarded to the individual requesting the information.

Once this request form is completed, please forward to one of the following:

**Mail to: Colonia High School Counseling Department**

180 East Street  
Colonia, NJ 07067

or

**Fax to:** 732-574-2575 **or Email to:** charli.molnar@woodbridge.k12.nj.us

Questions? Please call 732-726-7058

**OFFICE USE ONLY** - COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ MAILED OR HANDED TO STUDENT