

**PALMYRA HIGH SCHOOL
Guidance Department**

Transcript (School Records) Release

Palmyra High School honors student requests to forward a copy of their transcript as per N.J.A.C. 6:3-6:1 which states, "Organizations, agencies and persons outside the school shall have access to pupil records if they have written consent of parent or adult pupil (age 18)".

According to Federal and State Law, the release of the schools pupil records is prohibited without written permission.

I have read the above statement and, pursuant to the laws set forth – I authorize Palmyra High School to release a copy of the transcript of the student named below:

- to the organization/agency request that bear my signature, only.
- to the organizations/agencies listed below, only.
- both of the above.

PLEASE NOTE: IT IS THE STUDENTS RESPONSIBILITY TO PROVIDE SAT/ACT SCORES TO COLLEGES.

NAME: _____

NAME USED AT THE TIME OF ENROLLMENT: _____

I attended the Palmyra High School (day)

I attended the Palmyra Adult High School

PRESENT ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ FAX #: _____

YEAR OF GRADUATION: _____ DATE OF BIRTH: _____

PLEASE SEND MY TRANSCRIPT TO THE FOLLOWING:

(Include full address, zip code, and contact name or department, if applicable)

Parent/Guardian/Adult Student SIGNATURE

DATE

NOTE: In order to secure the integrity of the Palmyra School District, as a matter of practice, **"official" transcripts will not be released directly to students or parent/guardians.** If there is an extenuating circumstance, the designated recipient will receive written notification of such release.

A faxed copy of this release is as valid as the original. Fax# 856-786-3014

RECORDS/TRANSCRIPTS WILL NOT BE RELEASED IF STUDENT/GRADUATE HAS AN OUTSTANDING OBLIGATION.