



**COLLEGE READY.
CAREER READY.
LIFE READY.**

WOODBIDGE ACADEMY MAGNET SCHOOL

Katie Elko, School Counselor
Nicole Hart, School Counselor

TRANSCRIPT RELEASE

Federal and State Law prohibit the release of pupil records without parent or adult student written authorization. The school cannot release records without this permission. Ref. New Jersey Administrative code #6:3.1 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 concerning the student named below to outside school agencies that bear my signature.

Name of Student: _____ **Date of Request:** _____

Phone Number: _____ **YEAR OF GRADUATION:** _____

E-MAIL Address: _____

Parent or Student (age 18) Signature: _____

Purpose: _____ **College admission** _____ **Financial Aid**
_____ **Scholarship**

Transcript Recipient _____

Application Deadline/Required Due Date _____

(Documents require a 3 week lead time)

Delivery Method Requested: _____ **E-mail** _____ **Mail by USPS**

Address: _____
