

**MOORESTOWN HIGH SCHOOL
SCHOOL COUNSELING DEPARTMENT
TRANSCRIPT (SCHOOL RECORD) RELEASE for ALUMNI**

Moorestown High School has always honored student requests to forward transcripts.

Effective November 15, 1974, Federal and State Law prohibit the release of pupil records without parent or adult student written authorization. The school cannot release records without this written permission.

Ref. New Jersey Administrative Code #6:3-6.1 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 (school record) concerning the student named below, to the following outside school agencies that bear my signature.

Please Note: SAT/ACT scores are not included in your official transcript. Please contact College Board (SAT) and/or ACT to request your test scores be sent to the colleges to which you are applying.

www.collegeboard.org (SAT)

<http://www.actstudent.org/scores/send/> (ACT)

<u>Name of School</u>	<u>Date Due</u>	<u>Address</u>	<u>Notes</u>
_____	_____	_____	_____
_____	_____	_____	_____

Name Printed

Parent or Adult Pupil (Age 18) Signature

Date

Address

Phone Number

E-Mail Address

Submit this form either in person, by mail, to kberger@mtps.com , rwaldin@mtps.com or fax to (856)222-1754

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 Moorestown High School's permanent records, as a matter of practice, we will not release "official" transcripts directly to parents. If there are extenuating circumstances the following message will appear on the transcript. "This official transcript has been released directly to the parent."