

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

**EASTERN HIGH SCHOOL GUIDANCE SERVICE
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: _____ I.D.# _____ 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: ___ Transcript (School Record) ___ Medical Records (graduates only) current students see nurse.

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.

_____/_____
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 ADDRESS 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."

Mail

- Create an account on the Common Application website (www.commonapp.org)
- Complete the FERPA Statement in Naviance.
 - Click on the “Colleges” tab
 - Click in “Colleges I’m Applying To”
 - Check off either Yes or No
 - Enter your Username and Password from the Common Application website.
 - Click “Submit”
- Complete & submit your application if it is an **electronic application** that needs to be submitted online. If it is a **hard copy**, complete and submit to the guidance office along with the other necessary documents outlined below.
 - Don’t forget to send your SAT and/or ACT scores directly to the college from College Board (www.collegeboard.org) and/or ACT, Inc (www.actstudent.org)
 - Submit the following to the guidance office:
 - A blue transcript form
 - An 8x10 envelope stamped (3-4) and addressed for each college’s admissions office.
 - Any form that needs to be completed by the high school.
 - The complete hardcopy application.
 - Make sure and follow up with the colleges’ admissions office to verify that your application was received and complete!

Docufide Applications

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 - Click in “Colleges I’m Applying To”
 - Check off either Yes or No
 - Enter your Username and Password from the Common Application website.
 - Click “Submit”
- Complete & submit your application whether it is a hardcopy that needs to be mailed or an electronic application that needs to be submitted online.
 - Don’t forget to send your SAT and/or ACT scores directly to the college from College Board (www.collegeboard.org) and/or ACT, Inc (www.actstudent.org)
 - Submit the blue transcript release form to the guidance office.
 - Make sure and follow up with the colleges’ admissions office to verify that your application was received and complete!

Common Application

- Create an account on the Common Application website (www.commonapp.org).
- Complete the FERPA Statement in Naviance.
 - Click on the “Colleges” tab
 - Click in “Colleges I’m Applying To”
 - Check off either Yes or No
 - Enter your Username and Password from the Common Application website.
 - Click “Submit”
- Complete & submit your application via the Common Application web site.
- Don’t forget to send your SAT and/or ACT scores directly to the college from College Board (www.collegeboard.org) and/or ACT, Inc (www.actstudent.org)
- Submit the blue transcript release form to the guidance office.
- Make sure and follow up with the colleges’ admissions office to verify that your application was received and complete

**** WARNING ****

FAILURE TO SUBMIT YOUR APPLICATION WITHIN 60 DAYS OF THE GUIDANCE OFFICE ELECTRONICALLY SENDING YOUR TRANSCRIPT WILL RESULT IN THE DOCUMENT BEING VOIDED.

IF 60 DAYS HAS ELAPSED, A NEW TRANSCRIPT RELEASE FORM WILL HAVE TO BE SUBMITTED IN ORDER TO SEND A COPY VIA US MAIL. AFTER 60 DAYS, EASTERN HIGH SCHOOL CANNOT GUARANTEE OR ELECTRONICALLY TRACK THE ARRIVAL TIME OF THE TRANSCRIPT.