

METS Charter School Counseling Department
Transcript (School Record) Release Form

METS Charter 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.

Student: _____ Graduation Year: _____

Name at time of graduation, if different from above: _____

Purpose: _____

Student Signature: _____

I authorize the release of an official transcript to the colleges, agencies, and/or organizations as requested in writing by my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

In addition, some colleges (particularly more selective ones) request information on any suspensions or expulsions. We can release this information only if you sign the additional consent below. If you do not authorize below, we will answer any such questions from colleges by saying, "Release of this information required an express consent by the student/parent, which we do not currently have on file."

(Please Circle One)

I (do, do not) authorize release of any records pertaining to suspensions or expulsions.

Parent or Adult Pupil Signature

Date

NOTE: Any other organization, 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 METS Charter School's permanent records, as a matter of practice, we will not release "official" transcripts directly to parents or students.