

**CRANFORD HIGH SCHOOL  
GUIDANCE DEPARTMENT**

**TRANSCRIPT (SCHOOL RECORD) RELEASE  
(High School Juniors and Seniors Only)**

Cranford High School has always honored requests to forward transcripts.

Effective November 15, 1974 Federal and State Law Prohibits the release of pupil records without a 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 colleges, universities, coaches, scholarships and employers.

Student: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

\_\_\_\_\_  
Parent or Adult Pupil (Age 18) Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Adult Pupil (Age 18) Signature