

Bernards Township Public Schools
WILLIAM ANNIN MIDDLE SCHOOL
COUNSELING DEPARTMENT

RELEASE OF PUPIL RECORDS

Federal and State law forbid release of Pupil Records without permission. Ref.: N.J. Administrative Code #6:3-2.6. states, "Organization, Agencies and Persons from outside the School (shall have access to pupil records) if they have written consent of Parents or Adult (age 18) Pupils." Please complete the following information, and sign at the bottom of the page:

Student Name (Print)

Parent Name (Print)

Parent/Guardian's e-mail address

Parent/Guardian's Phone Number

Which of the following records should be sent?

- Any/all academic records
- Any/all medical records
- Any/all disciplinary records*
- Other: _____

Name of Institution to which records should be sent: _____

Mailing Address of Institution to which records should be sent: _____

I give my permission for William Annin Middle School personnel to release the records indicated above to the institution named above. I understand that transcript requests require ten (10) school days to process.

Parent's Signature

Date

**Bring completed form(s) to the Counseling Office with addressed & stamped envelope (2 stamps)
for each transcript request. Thank you.**

* Per N.J.A.C. 6A:16-7.10 (<http://www.nj.gov/education/code/current/title6a/chap16.pdf>):

When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district... Written consent of the parent or adult student shall not be required as a condition of the transfer of this information."

When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to a public school district."