

**MOORESTOWN HIGH SCHOOL
SCHOOL COUNSELING DEPARTMENT**

NAVIANCE - SENIOR COLLEGE APPLICATION PROCESS

**TRANSCRIPT (SCHOOL RECORD) RELEASE
-SENIORS ONLY**

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)".

Please be advised if you have applied to more than one college or university via the Common Application, **all** of their respective admissions offices will have access to **all** documents electronically submitted on your behalf. In the Common Application, you agreed to the following statement: *I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have any questions about the information submitted on my behalf.*

Please Note: Due to the Score Choice option offered by the College Board, unofficial photocopies of **SAT score reports are no longer included with the MHS transcript.** Go to www.collegeboard.com for information on sending official score reports to colleges.

_____ **Check here if you are requesting that your most recent report card be sent to a college.**

_____ **Check here if your transcript can be released to the following college(s) listed in Naviance:**

Name of School Date Due

Name of School Date Due

Parent or Adult Pupil (Age 18) Signature Date

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."