

BOONTON HIGH SCHOOL
TRANSCRIPT REQUEST

IMPORTANT:

- **YOU** must contact College Board &/or the ACT to request official test scores be sent to each of the colleges/universities you are applying to.
- **YOU** must be sure this form is signed by your parent/legal guardian.

DATE (rec'd in Guidance): _____

Student's Name: _____

ON-LINE via Naviance or TO MAIL: _____

Application DEADLINE: _____

COLLEGE or SCHOLARSHIP NAME & ADDRESS

Common App School **YES** _____ **NO** _____

Include with Package (check all that apply)

Transcript	<input type="checkbox"/>	Report Card	<input type="checkbox"/>
Application	<input type="checkbox"/>	Resume	<input type="checkbox"/>
Essay	<input type="checkbox"/>	Other	<input type="checkbox"/>
Letters	<input type="checkbox"/>	<i>(below list teachers/counselors letters)</i>	

● **STATEMENT OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):**

Pursuant to and in accordance with 20 U.S.C.1232g; 34 CFR Part 99, The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

● **TRANSCRIPT RELEASE AUTHORIZATION:**

I/we have read and acknowledge the statement of The Family Educational Rights and Privacy Act (FERPA) and give Boonton High School permission to release information from my/our child's education record to post-secondary institutions and/or scholarship programs as requested.

****** One Transcript Release Form is required for EACH school and/or scholarship you apply to. ******

ADDITIONAL INFORMATION:

- 1) Read all the directions given to you by the school to which you are applying. It is **your** responsibility to submit transcript requests to the Guidance Office **at least ten (10) school days prior to the deadline date established by the school.**
- 2) If the school requires supplemental form(s) to present to the Guidance Office, fill in all the personal information required. The Guidance Office will then complete the remainder of the form and mail it along with your transcript.
- 3) Present this form along with any other necessary documents (i.e., teacher recommendation letters) to the Guidance Department. **Please allow 10 school days for processing.**

Student's Signature: _____

Parent's Signature: _____

***** **FOR GUIDANCE USE ONLY** *****

If submitted BY MAIL....

Student Signature: _____

**SIGN ONLY WHEN YOU PICK UP
YOUR SEALED TRANSCRIPTS**

Date: _____

If submitted ON-LINE....

Released (if 'on-line')

Records Signature: _____

Date: _____