

# Butler High School

Guidance Department

## PARENT/GUARDIAN'S 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."

I give my permission for Butler High School to release all academic records to colleges, scholarship programs and/or athletic representatives. I understand that transcript requests require ten (10) school days to process.

**\*For each college transcript, the student must see his/her counselor and sign an additional release.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student e-mail address

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent e-mail address

\_\_\_\_\_  
Adult Pupil Signature

\_\_\_\_\_  
Date