

**WEST WINDSOR-PLAINSBORO  
HIGH SCHOOLS NORTH AND SOUTH**

**Recommendation Waiver Form**

**Waiver:**

**Family Educational Rights and Privacy Act of 1974.** This form is to be used as a reference for college admissions purposes. As currently interpreted by the Department of Education, the Act provides that students and parents have a right to inspect and review the evaluation if it is retained by the school unless that right is waived in writing. Sign your name below only if you wish to waive your right of access.

I request that this reference be sent to the colleges to which I am applying and that it may be used in the admissions process. I understand that I may not read this reference and I will not seek to do so in the future.

Applicant's Signature\_\_\_\_\_Date\_\_\_\_\_

Parent's Signature\_\_\_\_\_Date\_\_\_\_\_

**Transcript (School Record) Release**

West Windsor-Plainsboro High Schools North and South have 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 et seq. 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 the following outside school agencies that bear my signature.

**Student:** \_\_\_\_\_

**Purpose: College Admission/ Financial Aid Consideration**

**Parent or 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 Photostatted copy of this authorization shall be considered as effective and as valid as the original. In order to ensure the integrity of West Windsor-Plainsboro High School North and South's permanent records, as a matter of practice, we will not release "official" transcripts directly to students and parent/guardians.