



# STERLING HIGH SCHOOL

Guidance Office  
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\*\*SUMMER REQUESTS: [edevery@sterling.k12.nj.us](mailto:edevery@sterling.k12.nj.us)



## ALUMNI TRANSCRIPT REQUEST FORM

Last Name/Maiden Name \_\_\_\_\_ First Name \_\_\_\_\_

Graduation/Last Year Attended \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ Email \_\_\_\_\_

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 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. I understand that I must provide **\$5.00 per transcript request** (cash, check, money order to Sterling High School) in order for this request to be processed.

**Note:** Sterling High School will not release student records without written consent. High School Transcripts contain the following official administration record: name, address, birth date, level completed, grades, class rank, and grade point average. **Requests will be processed within 2-3 days of receipt/payment. Allow 2 weeks for receipt; it is your responsibility to follow-up with requested institutions.**

Please select one:

- ☐ Mail Transcript: List Institution/Organization Name & Address below  
☐ Pick-up Transcript (Must have valid ID)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Additional mailing addresses may be written on back if needed*

Total # of Transcript Copies \_\_\_\_\_ (\$5.00 each) Total Amount Due \$ \_\_\_\_\_

Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Payment Received: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Sent: \_\_\_\_\_  
Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Total: \_\_\_\_\_