



MORRIS HILLS REGIONAL DISTRICT

REGISTRAR'S OFFICE

Phone: 973-664-2295

Email: registrar@mhrd.org

FAX: 973-201-2585

Transfer of Records & Release Form

Student Name: _____ Grade: _____
(Last) (First) (Middle)

Name and address of previous school: _____

Contact Name (Guidance/Records): _____
School Fax Number or Email address: _____

The specific items to be released are:

- Attendance Records
- Health Records
- Transcript information (listing all subjects, final grades, credits awarded, class rank and grading system)
- Grades of all completed terms of semesters for the current year
- Grades at the date of withdrawal Date withdrawn _____
- All Standardized test scores (please include all State testing, WIDA Scores if applicable, and College Board/ACT Testing)
- Special Education/504/Referral Records
- Disciplinary Records
- NJSID Number (if a NJ Public School)

“The Family Educational Rights and Privacy Act does not require parent/legal guardian written consent to release student educational records. Student records will be forwarded upon receiving a written request from school officials in which a student has enrolled.”

In accordance with N.J. Statute 18A:36-19a, the school district of last attendance must provide within two weeks to the receiving district all information regarding disciplinary actions taken against the student by the district. The school district also is required to transfer information in the student’s record regarding juvenile offenses. Written consent of the parent or adult student is not required for the transfer to take place.

I hereby request the records checked above to be released to the following school:

<input type="checkbox"/> Morris Hills High School 520 West Main Street Rockaway, NJ 07866 Attn: School Counseling	<input type="checkbox"/> Morris Knolls High School 50 Knoll Drive Rockaway, NJ 07866 Attn: School Counseling
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Parent/Guardian Signature

Date