

# PARENT/GUARDIAN AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS & STUDENT WAIVER

**\*This document must be on file with the Phillipsburg High School Guidance Department before any transcripts can be released.\***

**Please return this form to the Guidance office by September 14, 2018**

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 Phillipsburg High School to release all academic records to colleges, scholarship programs and/or athletic representatives upon request. I understand that transcript requests require at least three (3) weeks for processing.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature (if student is under 18 years old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## Counselor/Teacher Recommendation Waiver

Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you *will* have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation
2. You waive your right to access below, regardless of the institution to which it is sent:

- Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
- No, I do *not* waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## First Generation Student Data

Many colleges and universities are interested in increasing opportunities for first generation students. The U.S. Department of Education defines a first generation student as ***an individual both of whose parents did not complete a bachelor's degree.*** At PHS, we would like to learn more about your student's first generation status to better serve him/her in the college process.

**If neither parent/guardian has earned a bachelor's degree, please check the box below:**

- YES, my son/daughter is a first generation student.