

Moorestown Friends School Authorization to Release Pupil Records

To the parents of the applicant:

Sign the **Authorization to Release Pupil Records** and submit to the Guidance Office at the applicant's current school **after the first marking period in which grades have been recorded**. This gives the school permission to send a copy of the applicant's records, including grades from the previous three years, to Moorestown Friends School. *These transcripts must be sent directly from the current school to the Admissions Office.*

I request that the school record of _____
be forwarded:

- by mail to:
Moorestown Friends School Admissions Office
110 East Main Street
Moorestown, NJ 08057
- by fax to (856) 235-6684
- by email to admiss@mfriends.org

AUTHORIZATION TO RELEASE PUPIL RECORDS

Pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1200, *et. seq.* ("FERPA"), the New Jersey statutes and regulations governing the disclosure of pupil records, and related case law governing the confidentiality of pupil records, I/we hereby authorize the school or school district noted below to release **copies** to and/or permit the inspection by Moorestown Friends School of documents and other personally identifiable information concerning the student which comprise the student's complete pupil record specifically including:

1. 3 Years of Transcripts - Including Current Year's Report Card
2. Results of standardized achievement and/or aptitude tests
3. Records of Attendance
4. Individual Education Plan (IEP), Individual Service Plan (ISP), 504 Accommodation Plan (if any)
5. Disciplinary Records (if any)
6. All other documents and other information maintained by the school or school district concerning the student including psycho-educational testing

Per FERPA, any information disclosed may be relied upon by Moorestown Friends School concerning the student's application and/or enrollment, or other legitimate, educational purpose.

Signature of Parent/Guardian

Date

MFS | 1785