



Admissions Release of Records Form

To obtain the required admissions documents, the applicant should submit this form to the guidance office at his/her current school.

Release of Records for: _____ Birth Date _____
(Applicant's Name)

Applicant's Current School: _____

To Whom It May Concern:

I hereby give my permission as parent/guardian to have all of the following information/records released to Burlington County Institute of Technology:

- 10 digit NJ State Student ID Number (Only if student ever attended a NJ Public School)
- Photo ID - It is mandatory that we receive this before testing & that the student's name AND photo be included on the ID. We accept the following forms: copy of school ID badge, copy of passport, copy of demographic page w/ photo from school's student information system (i.e. genesis, power school, etc.), a yearbook photo showing name/grade, student photo copied on school letterhead w/ student name & signed/dated by school official, copy of NJ ID card issued by DMV.
- Copy of Birth Certificate.
- If applicable, a copy of 504 Plan and/or IEP (Must be submitted at least 5 school days prior to testing).
- If applicable, a copy of custody agreement.

WE MUST RECEIVE THE FOLLOWING DOCUMENTS FROM **ALL SCHOOLS ATTENDED** IN THE 2021-2022 & 2022-2023 SCHOOL YEARS:

- Copy of **MOST RECENT** Standardized Test Scores (i.e. NJSLA, PARCC, TerraNova, etc)
- 2021-2022 End of Year/Final Report Card
- 2021-2022 End of Year/Final Discipline/Behavior Record. **
- 2021-2022 End of Year Final Attendance Record.
- 2022-2023 (Current Year) Report Card. (Must be the most current report card issued AFTER the completion of the 1st marking period or 1st trimester. **Progress Reports are NOT acceptable.**)
- 2022-2023 (Current Year) Discipline/Behavior Record (Must be the most current discipline record issued AFTER the completion of the 1st marking period or 1st trimester).**
- 2022-2023 (Current Year) Attendance Record (Must be the most current attendance record issued AFTER the completion of the 1st marking period or 1st trimester).

If the school does not have a computer generated discipline record and the applicant had no discipline issues in the 2021-2022 or 2022-2023 school year, **we still need documentation stating this. A simple statement to that effect from a school official and on school letterhead will be sufficient to meet our needs. If there were any incidents, we will need to know the specific nature of them and how they were dealt with.

Parent/Guardian Signature

Date

The required forms and credentials can be submitted to the BCIT Admissions Office in the following ways:

1. Scanned and emailed to: admissions@burlcoschools.org
2. Mailed to: BCIT Admissions Office, 695 Woodlane Road, Westampton, NJ 08060
3. Dropped off at: 2 Academy Drive, Westampton, NJ 08060

*****NOTE*** We no longer have fax capability.**