



Burlington County Institute of Technology
Department of Pupil Personnel Services

Discover
Your
Potential

Dr. Christopher Nagy
Superintendent of Schools
cnagy@burlicoschools.org

Dr. Lisa J. English
Assistant Superintendent
Curriculum and Instruction
lenglish@burlicoschools.org

Dr. Ashanti Holley
Assistant Superintendent
Equity and Diversity
aholley@burlicoschools.org

Mr. Andrew C. Willmott, CPA
Acting Business Administrator/
Board Secretary
awillmott@burlicoschools.org

Transcript Request/Release Form

NOTE: Please allow up to 2 weeks for this form to be processed.

Name: _____ Date: _____

Email Address: _____ Cell Phone #: _____

School Counselor: _____

College/Agency Name and Address:

College Application Information:

Application Deadline: _____

Type of Application (Check One):

- Common Application/SENDEDu School Application (College Website)
- Paper Application In Person

Additional documents to be included with the transcript:

- Counselor Recommendation Letter (a Senior Survey Form must be completed. Form is available in School Counseling Office.)
- Other: _____

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 this written permission. Ref. New Jersey Administrative Code #6:3-6.1 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)".

Student Signature (if 18 years or older) _____ Parent Signature (if student is under 18 years of age) _____

Mail Completed Form To: Ms. A. Williams, 695 Woodlane Road, Westampton NJ 08060
or via email: awilliams@burlicoschools.org - Phone #: 609-267-4226 ext.8222

Date Received: _____

BCIT
695 Woodlane Road
Westampton, NJ 08060-3824
Phone: (609) 267-4226
Fax: (609) 261-5967

Date Received: _____