



Burlington County Institute of Technology
Department of Pupil Personnel Services

Discover
Your
Potential

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Post Graduate Transcript Request/Release Form

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

OFFICAL TRANSCRIPTS are mailed directly to institutions and employers.

UNOFFICIAL TRANSCRIPTS can be mailed to you at your request.

Date: _____

Current Name: _____

Name on Diploma (if different): _____

Date of Birth: _____

Phone Number: _____

Email Address: _____

Year of Graduation/Year Last Attended: _____

Institution/Employer to Receive Transcript (include full name and address, NO acronyms):

Your Address if requesting an Unofficial Transcript (include full name and address, NO acronyms):

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@burlcoschools.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 Mailed: _____

www.burlcoschools.org