

**Northern Burlington County Regional School District**

Attn: Senior High School Counseling Office

160 Mansfield Road East

Columbus, NJ 08022-9742

Fax: (609) 324-1702

**REQUEST FOR STUDENT RECORDS**

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please forward the cumulative data on the following students who are now enrolled in Northern Burlington County Regional High School:

**Name**

**Birth Date**

**Grade**

\_\_\_\_\_

**Please include the following:**

1. Transcript of grades and explanation of marking system.
2. Achievement and aptitude test scores (dated).
3. Health and dental information.
4. Helpful information about social and emotional development.
5. Psychological study and/or reports if applicable.
6. Discipline Records.
7. Attendance Records.

To Whom It May Concern:

I hereby request that the school records of \_\_\_\_\_ be sent to the above address.

**Parent Signature** \_\_\_\_\_