

\*Be sure to complete all possible fields. Incomplete or incorrect information may result in a delay of the documents you are requesting.

Please read form in its entirety.

TRENTON CENTRAL HIGH SCHOOL  
Chambers Campus  
(609) 656-4900

Submit questions to: [epsmith@trenton.k12.nj.us](mailto:epsmith@trenton.k12.nj.us)

DOCUMENT REQUEST

Submit separate form for each request.

**PLEASE NOTE:** ID REQUIRED FOR ALL REQUESTS. **MONEY ORDERS ARE THE ONLY FORM OF PAYMENT ACCEPTED AT THIS TIME.**

Money Orders made out to "TCHS"

DATE: \_\_\_\_\_

(Student's Name During Enrollment) \_\_\_\_\_

YEAR OF GRADUATION \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

If you did not graduate, please indicate last school year attended: \_\_\_\_\_

**If you attended any other school besides TCHS Main Campus, please indicate here:**

*(ie: Medical Arts, West Campus, Night School, Rubino Academy, Capital Prep, etc.)*

\*\*\* **If you attended Daylight Twilight High School (@ any of the locations) please go to Daylight first.** \*\*\*

CHECK ONE:

\_\_\_\_\_ Transcript for enrollment @ Daylight/Twilight High School - (no fee)

*We will send the transcript directly to the registrar at Daylight Twilight High School*

\_\_\_\_\_ Official Transcript (\$5.00) - (can only be mailed to College/University/Business/Employer)

\_\_\_\_\_ Unofficial copy (\$5.00) - (Mailed to "Self")

\_\_\_\_\_ Diploma Letter (\$5.00) - (Proof of Graduation)

(In the event that a diploma letter cannot be issued an unofficial transcript will be sent to the requestor's address)

\_\_\_\_\_ Diploma Replacement - (\$35.00) **Diplomas cannot be mailed. You must pick up your diploma in person.**

**You will be contacted within 4-6 weeks**

\_\_\_\_\_ **Print name as you would like for it to appear on diploma.**

\_\_\_\_\_ **Diploma Pick-Up (Only for First Time Receipt) (no Fee)**

**Trenton Central High School does not guarantee an unclaimed diploma from over 3 years ago will be located**

**CONTACT INFORMATION (Please print legibly)**

You **MUST** supply a complete address. All documents will be mailed.

Mailing Address

For Document:

\_\_\_\_\_  
**(Name of school/business or person transcript will be sent to)**

\_\_\_\_\_  
**(Attention to: ie representative's name, department, etc.)**

\_\_\_\_\_  
**(Street Address: do not forget suite#, apartment#, room #, etc if applicable)**

\_\_\_\_\_  
**(City, State, Zip Code)**

**ALL REQUESTS WILL BE PROCESSED IN THE ORDER RECEIVED**

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**(AT LEAST 3-5 SCHOOL DAYS FOR PROCESSING. THAT DOES NOT INCLUDE MAILING TIMES.)**

**Requestors Information:**

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
(Phone number of person filling out form)

Requestor's Email: \_\_\_\_\_

Address: \_\_\_\_\_  
**(Name if different from name during attendance)**

\_\_\_\_\_ **(Street)**

\_\_\_\_\_ **(City, State, Zip)**

**Mail this form, copy of valid ID and appropriate fees to: Trenton Central High School, Attn: Transcript Office, 171 Division Street, Trenton, New Jersey 08611 or stop in.**

**Transcript/Record Release**

**Transcripts will not go out without signature authorizing release.**

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)".

**I have read the above statement and pursuant to the law, I hereby authorize the release of a copy of my transcript (school record) to the outside school agencies indicated on this document. I understand that I must provide all indicated fees per transcript/document request in order for this request to be processed.**

Signature: \_\_\_\_\_

**NOTE: Any other organizations, agencies, and persons from outside the school will have to secure written authorization for the release of such transcripts. A copy of this authorization shall be considered as effective and as valid as the original. In order to ensure the integrity of Trenton Central High School's permanent records, as a matter of practice, we will not release "official" transcripts directly to students or parent/guardians.**

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