



# TRENTON PUBLIC SCHOOLS Document Request Form

Submit form to the last school you attended

**Trenton Central High School**  
171 Division Street  
Trenton, NJ 08629  
[lbilak@trenton.k12.nj.us](mailto:lbilak@trenton.k12.nj.us)  
(609) 656-4900 ext. 7140  
Fax (609)393-6129

**Trenton High School West**  
1001 West State Street  
Trenton, NJ 08618  
[lparker@trenton.k12.nj.us](mailto:lparker@trenton.k12.nj.us)  
(609) 656-4900 ext. 6308 or 5672

**Daylight Twilight High School**  
501 Edgewood Avenue  
Trenton, NJ 08618  
[mpowell@trenton.k12.nj.us](mailto:mpowell@trenton.k12.nj.us)  
(609) 656-4850 ext. 2005  
Fax (609) 777-9490

**Charter or Out-of-District Schools**  
108 North Clinton Avenue  
Trenton, NJ 08609  
[dvaleri@trenton.k12.nj.us](mailto:dvaleri@trenton.k12.nj.us)  
(609) 656-4900 ext. 5452  
Fax (609) 695-2617

PLEASE NOTE: **Identification is required for all requests** – MONEY ORDERS are the ONLY form of payment accepted at this time

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(at the time of enrollment)

Year of Graduation: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If you **Did Not Graduate**, please indicate the Last School Year you attended: \_\_\_\_\_

Check All that Apply

- \_\_\_\_\_ \$5.00 **Official Transcript** – (can only be mailed to a College/University/Business/Employer)
- \_\_\_\_\_ \$5.00 **Unofficial Transcript** – (mailed to "Self")
- \_\_\_\_\_ \$5.00 **Diploma Letter** – (Proof of Graduation)  
*In the event that a diploma letter cannot be issued an unofficial transcript will be sent to the requestor's address*
- \_\_\_\_\_ \$35.00 **Diploma Replacement – Diplomas CANNOT be mailed.** You must pick up your diploma in person and present ID  
*You will be contacted when your diploma is ready. For TCHS allow 4-6 weeks to process*

\_\_\_\_\_  
Print Name as you would like for it to appear on the diploma  
Trenton Central High School does not guarantee any unclaimed diplomas from over three (3) years ago will be located

\_\_\_\_\_ No Fee This is my **First Time** picking up my diploma. NO FEE. There are no guarantee diplomas will be located more than 3 years ago

## CONTACT INFORMATION

(Person Requesting Information - You must provide a complete address – Please print legibly)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State/Zip

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

\_\_\_\_\_  
Email

All Requests Will Be Processed in the Order They Were Received

**Allow at Least 3-5 School Days to Process, This Does Not Include Mailing Time or School Closures**

**BUSINESS/ESTABLISHMENT INFORMATION**

(Place That Will Be Receiving Information - You must provide a complete address)

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Name of Business/School/College/Professional Establishment

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Street

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Floor/Suite

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City State/Zip

***Mail this Form with a Copy of a valid ID and Fees to the appropriate school indicated on the front of this form***

**Transcript/Record Release**

**Transcripts Can Not Be Mailed 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 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 your schools permanent records, as a matter of practice, we will not release "official" transcripts directly to students or parent/guardians.