



# TRENTON PUBLIC SCHOOLS Document Request Form

Submit form to the LAST school you attended

**Trenton Central High School**  
Records Office  
400 Chambers S. Trenton, NJ 08609  
Attention: Danita Bell  
[dlbell@trenton.k12.nj.us](mailto:dlbell@trenton.k12.nj.us)  
609-656-4900 ext. 7473

**Daylight Twilight High School**  
\*Send to Trenton Board of Education  
108 N. Clinton Ave. Trenton, NJ 08609  
Attention: Melissa Powell  
[mpowell@trenton.k12.nj.us](mailto:mpowell@trenton.k12.nj.us)  
609-656-4900 ext. 5410

**Charter or Out-of-District Schools**  
\*Send to Trenton Board of Education  
108 N. Clinton Ave. Trenton, NJ 08609  
Attention: Jonathan J DeSimone  
[jdesimone@trenton.k12.nj.us](mailto:jdesimone@trenton.k12.nj.us)  
609-656-4900 ext. 7419

**PLEASE NOTE:** Identification is required - **MONEY ORDERS** are the **ONLY** form of payment accepted

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

**Make Money Orders Payable to: Trenton Central High School**

- \_\_\_\_\_ **\$5** Official Transcript – (can only be mailed to a College/University/Business/Employer)
- \_\_\_\_\_ **\$5** Unofficial Transcript – (mailed to "Self")
- \_\_\_\_\_ **\$5** Diploma Letter – (Proof of Graduation)  
*If a diploma letter cannot be issued an unofficial transcript will be sent to the requestor's address*
- \_\_\_\_\_ **No Fee** This is my **First Time** picking up my diploma.  
*There are no guarantee diplomas will be located three (3) years after graduation*

## CONTACT (SELF) INFORMATION

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

\_\_\_\_\_ Street Apt/FL/Unit

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

All requests will be processed in the order it was received

**Allow 5-7 School Days to Process, This Does Not Include Mailing Time or School Closures**

## BUSINESS/SCHOOL/COLLEGE/UNIVERSITY INFORMATION

(Place that will be receiving information - you must provide a complete address)

\_\_\_\_\_  
Name of Business/School/College/Professional Establishment

\_\_\_\_\_  
Street

\_\_\_\_\_  
Floor/Suite

\_\_\_\_\_  
City

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

\_\_\_\_\_  
Attention:

Office # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

School or Business Email: \_\_\_\_\_

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

**MONEY ORDERS** are the **ONLY** form of payment accepted

Make money orders payable to (the location in which you are submitting the form to):

**Trenton Central High School**  
**Daylight/Twilight Alternative High School**  
**Trenton Board of Education**

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### 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.