



**KINGSWAY REGIONAL SCHOOL DISTRICT**

Guidance Office  
201 Kings Highway  
Woolwich Township, NJ 08085-9653

*Michael Canonica  
Supervisor of Guidance*

**GRADUATED STUDENT TRANSCRIPT REQUEST RELEASE**

**To obtain a high school transcript you will need to read and complete this form.**

If you are requesting that Kingsway send an official transcript to a school, place of employment, etc., we will need this form completed.

If you are requesting that your transcript be faxed, you must provide us with the fax number. If you would like to pick up an official copy (*transcript with the school seal and in a sealed envelope*), you must call the Guidance Office in advance before coming in to pick it up.

**You can fax, mail, or email this form to Kingsway Regional High School Guidance Office. .**

Please indicate the following information:

Name: \_\_\_\_\_  
(Maiden name where applicable)

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

Date of Birth: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Where to Send:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby authorize Kingsway Regional High School to release information concerning me personally.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date