

# LINDEN PUBLIC SCHOOLS

## SUPERINTENDENT'S OFFICE



**Atiya Y. Perkins**  
Superintendent of Schools

**Dr. Marlene Berghammer**  
Board President

**Administration Building**  
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Federal and State Law prohibit the release of pupil records without parent or adult student written authorization. The school cannot release records without written permission.

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

Name while in attendance: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

FOR NON-GRADUATES, LAST YEAR OF ATTENDANCE: \_\_\_\_\_

**\*\*\* ALLOW UP TO 7 DAYS FOR YOU REQUEST TO BE PROCESSED\*\*\***

PLEASE SEND MY RECORDS TO:


Test scores of the College Board (SAT I & II) or The American College Test (ACT) are not part of the record and are not forwarded as part of the Transcript. It is the responsibility of the student to have test scores sent directly by the test agency to colleges, etc.

PERMISSION IS GRANTED TO LINDEN PUBLIC SCHOOL COUNSELING DEPARTMENT TO RELEASE A TRANSCRIPT OF MY PUPILS RECORDS TO THE SCHOOLS/AGENCIES LISTED ON THIS REQUEST.

STUDENT/SIGNATURE \_\_\_\_\_

Note: Any other organizations, agencies, and persons from outside the school must secure written authorization for the release of such transcript.

REQUEST CAN BE EMAILED TO: [kwalker@lindenps.org](mailto:kwalker@lindenps.org) or [sgogna@lindenps.org](mailto:sgogna@lindenps.org)