

NEW JERSEY DEPARTMENT OF EDUCATION
NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

ADULT PRIVATE CAREER SCHOOL STUDENT RECORD REQUEST FORM

Note: The Family Educational Rights and Privacy Act: 20 USC 1232 (FERPA) requires written permission from students to have their school records and transcripts distributed.

The New Jersey Administrative Code 12:41 et seq. which regulates NJ Private Career Schools, does not require that the NJ Department of Education or NJ Department of Labor and Workforce Development (LWD) maintain student records. Upon receipt of this signed and notarized document, a search of available records will be conducted on your behalf. Records provided by LWD will be unofficial.

Directions: A request for a copy of an **Adult Student Transcript** and/or records can only be made by the former student. Please provide the requested information. Sign this document where requested and have your signature notarized. Return this form to the name and address listed below.

Name: _____ SS #: _____

Name of School Attended: _____

Location of School Attended: _____

Dates of Attendance: _____

Vocational Program Attended: _____

Current Address: _____

Current Phone Number: _____

Email Address: _____

Name at Time of Enrollment (*if different from above*): _____

Please forward my records to: _____

Board Application Number (*if applicable*): _____

I _____, hereby certify that the information above is correct to the best
(Print Your Name)

of my knowledge, and I certify that I am the former student requesting my own records.

Student's Signature

Notary Signature

Date of Signature

Date of Signature

Return to: Charlita Dixon – Transcripts
COEI – Training Evaluation Unit
PO Box 057
Trenton, NJ 08625-0057

Questions: Email: charlita.dixon@dol.nj.gov
Phone: (609) 341-2031