

One Ozzie Nelson Drive
Ridgefield Park, New Jersey 07660
201-440-1440



Mrs. Melissa Murray Cavins, Principal
Ms. Katie Herbst, Assistant Principal
Mr. Michael Kilmurray, Assistant Principal

TRANSCRIPT RELEASE FORM for ALUMNI

*Please return the completed form to Mrs. Emmets in the guidance department for processing.
You can bring it to the HS, email the request to Emmets@rpschools.net or fax the form to
201-994-0270.*

I am giving Ridgefield Park Junior-Senior High School permission to release the following:

- Transcript of grades
- Other: Name, address and phone number

RELEASE TO: _____

PURPOSE: _____

Student's Name – (Please Print) Date of Birth Year of graduation

Student's Signature Today's Date

Phone Number Email Address

Please check your option:
_____ I will pick up a copy of my transcript when it is ready.
(You will receive a phone call and an email from Mrs. Emmets when it is available).

_____ Please mail my transcript to the address provided above.