



Monroe Township Public Schools

Registration Office

856-629-6400

STUDENT RECORD REQUEST

(Bring completed form to Registration Office)

Name of Previous School

Today's Date

Complete mailing address of previous school

Phone Number of previous school

Fax Number of previous school

Student's date of birth: _____ Student's date of withdrawal: _____

Student's grade level at time of withdrawal: _____ Student's SID # _____

_____ has registered in the Monroe Township School District

Student's Name

for the _____ school year. Please forward the following items:

- Health (immunization) records
- Birth certificate
- Complete transcript
- Early warning test results (NJ Public Schools)
- Most recent grades and class schedule

- Standardized test results
- Attendance records
- Transfer card (if not previously sent)
- Disciplinary records
- Special needs information regarding student

I hereby authorize the release of my child's records as listed above.

Parent/Guardian Signature

Date

PLEASE MAIL RECORDS TO THE SCHOOL ADDRESS **CIRCLED** ON PAGE TWO OF THIS FORM

Williamstown High School
Attn: Guidance Dept.
700 N. Tuckahoe Road
Williamstown, NJ 08094

Williamstown Middle School
Attn: Principal's Office
561 Clayton Road
Williamstown, NJ 08094

Holly Glen Elementary School
Attn: Principal's Office
900 N. Main Street
Williamstown, NJ 08094

Oak Knoll Elementary School
Attn: Principal's Office
23 Bodine Avenue
Williamstown, NJ 08094

Radix Elementary School
Attn: Principal's Office
363 Radix Road
Williamstown, NJ 08094

Whitehall Elementary School
Attn: Principal's Office
161 Whitehall Road
Williamstown, NJ 08094