

BRENTWOOD UNION FREE SCHOOL DISTRICT

A.F. FELICIO ADMINISTRATION BUILDING
REGISTRATION OFFICE - 52 Third Avenue Brentwood, New York 11717
Phone: (631) 434-2301 - FAX (631) 972-1523

RELEASE OF RECORDS

DATE: _____ LAST DATE OF ATTENDANCE: _____

FORMER SCHOOL*: _____

*School / Agency / Doctor's Office / Hospital

ADDRESS: _____

CITY & STATE: _____

PHONE #: _____ FAX #: _____

CHILD'S NAME: _____

DATE OF BIRTH: _____ GRADE: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

ADDRESS: _____

PHONE: _____ BRENTWOOD SCHOOL: _____

The student named above has registered in our district and we would appreciate the records for this student.

I hereby request copies of all records regarding: social/psychiatric, psychological, I.E.P., health, academic and standardized test scores (including the NYSESLAT, NYSITELL, and the LAB-R language inventories) along with all other pertinent information (i.e. all grades including those at the time of withdrawal).

Please include the following:

- ____ All test scores, courses, grades and credits including 9th grade and those earned this year and/or withdrawal grades, with an explanation of grading system
- ____ Immunization and health records (NYS requires Dr. Stamp on record).
- ____ Individualized Education Program (I.E.P.)
- ____ Any pertinent document (i.e. Birth Certificate, Health/Immunization Records)
- ____ NYSESLAT, NYSITELL, LAB-R, Test Scores, Level Placement
- ____ Foreign School Records if available.

Thank you for your cooperation

NOTE: We will not be responsible for material sent anywhere else in the District unless sent to the above

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated 6/17/76; it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the education institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without consent for such release.