



STONEHAM PUBLIC SCHOOLS

149 Franklin Street, Stoneham, MA 02180 781-279-3802 www.stonehamschools.org

CONSENT FOR RELEASE OF SCHOOL RECORDS

The "Family Education Rights and Privacy Act of 1974" requires that a student's parents or legal guardians be aware that their child's records are being released to another school district.

I hereby authorize the release of the school records for the following:

Student Name: _____ D.O.B. _____ Current Grade: _____

REQUEST RECORDS TO:

New School Name: _____

New School Address: _____

NEW SCHOOL CONTACT INFORMATION

Contact Person Information: _____

Telephone#: _____ Fax#: _____

School Email: _____

Including the following information:

- Subjects, marks and credits
- Grades to date of withdrawal
- Standardized test results
- Attendance records
- Health Records (Will be sent by SHS school nurse)
- Discipline records
- Educational Plan and Special Education records (IEP, Behavior Plan, 504 Plan, ELL)
(For any SPED questions you can call 781-279-3810 x1341 or x1342)
- Other: _____

STUDENT RECORDS ARE COMING FROM:

STONEHAM HIGH SCHOOL

149 Franklin Street

Stoneham, MA 02180

781-279-3810

Parent/Guardian Signature

Date

Date: _____

Dear SHS Registrar,

Effective date of _____, my student _____ will be withdrawing from Stoneham HS and Special Education services (if applicable).

My new phone number will be: _____ **No Number Change**

My new home address will be:

_____ **No Address Change**

Sincerely,

Parent/Guardian Signature

CHECK-OUT/OBLIGATION CARD FOR DISCHARGED PUPILS

NAME: _____ GR _____ Withdrawn Date: _____

HOMEROOM TEACHER'S O.K. _____

NEW HOME ADDRESS: No Change _____

GUIDANCE OFFICE O.K. _____

GYM TEACHER'S (Uniform) _____

NEW SCHOOL: _____

LIBRARY O.K. (Books) _____

*Chromebook Returned to (Initial): Technology _____ Front Office _____ Other _____

If the pupil has discharged all obligations and returned all loaned property, teachers may initial in the proper column. Please state the nature of the deficiency if the O.K. is not given. Give a letter grade for work to date.

<u>CLASS NAME</u>	<u>COURSE LEVEL</u>	<u>LETTER GRADE</u>	<u>TEACHER LAST NAME</u>	<u>TEACHER'S SIGNATURE</u>	<u>BOOKS RETURNED/OBLIGATIONS MET</u>

Must use if in School Year
 Summer do not need