

AUTHORIZATION FOR RELEASE AND TRANSFER OF STUDENT RECORDS

To: Counselor/Registrar at _____

Student's Former School
School Address

Fax Number Phone Number

From: Carol Eckl, District Data Coordinator, Ravena Coeymans Selkirk CSD

Re: The student below has enrolled in our district, with an anticipated start date of _____

Student Name: _____ Date of Birth: _____ Grade: _____

Former Address: _____

Street
City, State, Zip

New Address: _____

Street
City, State, Zip

Please send copies of the information checked below:

<input type="checkbox"/> Academic Records <i>(Transcript/Report Cards/Progress Reports)</i>	<input type="checkbox"/> Standardized Test Scores
<input type="checkbox"/> Discipline Records	<input type="checkbox"/> Attendance Records
to the following school:	
<input type="checkbox"/> Pieter B. Coeymans Elementary <i>66 Church Street, Coeymans, NY 12045</i> <i>Phone: 518-756-5200 x4000</i> <i>Fax: 518-756-9162</i>	<input type="checkbox"/> Albertus W. Becker Elementary <i>1146 Route 9W, Selkirk, NY 12158</i> <i>Phone: 518-756-5200 x5000</i> <i>Fax: 518-767-2512</i>
<input type="checkbox"/> Ravena Coeymans Selkirk Middle School <i>2025 Route 9W, Ravena, NY 12143</i> <i>Phone: 518-756-5200 x3000</i> <i>Fax: 518-756-1988</i>	<input type="checkbox"/> Ravena Coeymans Selkirk High School <i>2025 Route 9W, Ravena, NY 12143</i> <i>Phone: 518-756-5200 x 2000</i> <i>Fax: 518-756-3534</i>

Please send copies of the following CONFIDENTIAL information:

<input type="checkbox"/> Individual Education Plan (IEP)	<input type="checkbox"/> Psychological Evaluation
directly to the Director of Special Education: <i>2025 Route 9W, Ravena, NY 12143</i> <i>Phone: 518-756-5200 x3033</i> <i>Fax: 518-756-5280</i>	

I hereby certify that I have been advised of the transfer of all indicated school records regarding my child. I understand that I may examine said records and request a copy.

Signature of Parent/Guardian

Date

Please note: According to Section 99.31 of the Family Education Rights and Privacy Act (FERPA), prior written consent is not required for the transfer of a student's education records to a school or district in which the student intends to enroll.