

NORTH COLONIE CENTRAL SCHOOL DISTRICT

Office of the Registrar

91 Fiddlers Lane
Latham, NY 12110

Phone: 518-785-8591 x3130

Fax: 518-785-6292

Authorization for Release or Transfer of Information

PLEASE SEND TO: Central Registrar
Attn: Courtney DiCocco
91 Fiddlers Lane
Latham, NY 12110
Phone: 518-785-8591 x3135
Fax: 518-783-0471
Email: courtneydicocco@ncolonie.org

Parent/Guardian Signature

Name and address of last school attended:

SCHOOL: _____

ADDRESS: _____

PHONE: _____ FAX: _____

To Whom It May Concern: According to the Final Regulations-Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within an educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.

We would appreciate all confidential information from the records of:

STUDENT: _____

DATE OF BIRTH: _____ GRADE: _____

Complete student record is requested, including:

- Official student transcript
- All report cards
- Standardized test scores (e.g., CATS, MATS, IOWA)
- All NYS Assessments including RCT's
- Section 504 plan
- PSAT, SAT, ACT, ACH, AP results
- Cumulative health record
- Psychological report
- Special education records, including most recent IEP
- Custody papers
- Attendance records