

# GLOVERSVILLE ENLARGED SCHOOL DISTRICT

Registration Office  
234 Lincoln Street  
Gloversville, NY 12078

## AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

TO: \_\_\_\_\_

School Name

School Address

School Phone #

School Fax #

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
GRADE      DATE OF BIRTH

*PLEASE BE ADVISED THAT THE ABOVE NAMED STUDENT HAS TRANSFERRED TO THE GLOVERSVILLE ENLARGED SCHOOL DISTRICT.  
I HEARBY AUTHORIZE THE FOLLOWING INFORMATION TO BE RELEASED.*

- |                                       |   |
|---------------------------------------|---|
| 1. ACADEMIC RECORDS/TRANSCRIPT        | 5. STANDARDIZED TEST RESULTS                      |
| 2. WITHDRAWAL GRADES/LAST REPORT CARD | 6. SPECIAL EDUCATION RECORDS (IEP) –if applicable |
| 3. ATTENDANCE RECORD                  | 7. 504 (ACCOMMODATION PLAN) – if applicable       |
| 4. IMMUNIZATIONS/HEALTH RECORDS       | 8. PSYCHOLOGICAL/SOCIAL HISTORY – if applicable   |
| 5. BIRTH CERTIFICATE                  | 9. DISCIPLINARY RECORDS                           |

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RELATIONSHIP TO STUDENT

\_\_\_\_\_  
PARENT/GUARDIAN CURRENT ADDRESS AND PHONE NUMBER

PLEASE FORWARD ALL REQUESTED RECORDS TO THE ADDRESS INDICATED BELOW:

Send General Education Records to:

Gloversville Enlarged School District  
Central Administration Office  
C/O Cindy Vose  
234 Lincoln Street  
Gloversville, NY 12078  
Phone: 518-775-5700 Ext. 9722  
Fax: 518-775-1278

Send Special Education Records to:

Gloversville Enlarged School District  
Central Administration Office  
C/O CSE Office  
234 Lincoln Street  
Gloversville, NY 12078  
Phone: 518-775-5796  
Fax: 518-775-5727

*Federal Law 99.21 states: "No parent signature required for educational records sent to another educational agency"*