



# Lakeland Regional High School School Counseling Department

205 Conklintown Road  
Wanaque, New Jersey 07465-2198  
Tel: 973-835-1900  
Fax: 973-835-7932

## ***STUDENT RECORDS REQUEST***

DATE: \_\_\_\_\_

To Whom It May Concern:

STUDENT'S NAME \_\_\_\_\_ GRADE: \_\_\_\_\_

The above listed student has registered at Lakeland Regional High School. Please send us the following documents including, but not limited to official transcript, grades, discipline records, attendance records, health records, testing records, anecdotal records, diagnostics impressions, individual education programs (IEPs), evaluation reports, documents memorializing eligibility decisions, and/or medical reports and any other pertinent information you have that will help us in guiding him/her.

Thank you for your attention to this matter.

**Please mail requested information to:**

**Director of Guidance  
Lakeland Regional High School  
205 Conklintown Rd  
Wanaque, NJ 07465**

I, AS THE LEGAL PARENT/GUARDIAN OF THE ABOVE LISTED STUDENT, AUTHORIZE THE RELEASE OF THIS STUDENT'S RECORDS TO LAKELAND REGIONAL HIGH SCHOOL.

\_\_\_\_\_  
Parent/Guardian's Signature

FORMER SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

