<u>RELEASE OF INFORMATION</u>

TO WHOM IT MAY CONCERN:

Your former student _____

who is enrolled in grade _____, has enrolled in the Batavia City School District on the following date:

_____

Please forward any and all information regarding this student. Please include the following:

a.   Marks in all subjects, units of credits and passing grades; partial grades to time of leaving
b.   Grading system (if other than numerical)
c.   Standardized test results, including any College Board scores
d.   Test scores of Basic Competency and Regents Competency
e.   Psychological reports (if applicable)
f.   Special Education records including IEP (if applicable)
g.   Remediation information (if applicable)
h.   Guidance information
i.   Birth Certificate/Health records including immunization records
j.   Free/Reduced Meal Application Form or Direct Certification Letter, if applicable

Please send to the following:

❏ Deb Conroy Registrar	Instructional Services Office	260 State Street	Batavia, NY 14020	fax: (585) 344-8204
❏ Batavia High School	Counseling Center	260 State Street	Batavia, NY 14020	fax: (585) 344-8609
❏ Batavia Middle School	Counseling Center	96 Ross Street	Batavia, NY 14020	fax: (585) 815-0537
❏ John Kennedy Intermediate School	Main Office	166 Vine Street	Batavia, NY 14020	fax: (585) 344-8617
❏ Jackson Primary School	Main Office	411 S. Jackson Street	Batavia, NY 14020	fax: (585)344-8621
❏ Trisha Finnigan Director, Special Ed	Office Of Special Education	260 State Street	Batavia, NY 14020	fax: (585) 344-8204

The FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR§99.3): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes: Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system pursuant to specific State law.

Thank you for your prompt attention to this matter.

Sincerely,

Anibal Soler, Jr.
Superintendent

I hereby give Batavia City School District permission to obtain all records on my child.

_____   _____
Date   Parent/Guardian Signature or 6-digit Session Key from Online Pre-Registration