



Date _____

1st request _____

2nd request _____

3rd request _____

Student's Full Name: _____

Student's Date of Birth: _____

To (the student's prior school): _____

In accordance with federal regulations regarding the privacy of rights of parents & students under the Family Educational Rights and Privacy Act (Buckley Amendment) of June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release.

Please forward the following documents:

- Permanent Record Information. A transcript of the student's record to date, including grades for courses in progress. Please include copies of student's final report cards for each grade attended.
- Standardized Test Data. A copy of the student's complete test profile, including standardized test scores.
- All health records, including immunization, vision, and hearing tests.
- All psychological and speech reports.
- Copy of student's IEP or 504 educational plan, if applicable as well as special placement issues.
- Disciplinary information with anecdotal reports (as much as possible)

To Whom it May Concern:

The student above has applied for admissions at our school. Please fax or mail over all student records. Should any additional information be required, we will contact you. Our fax number is (585)387-3771 and our direct number is (585)387-3770. This is not a notification that this student is officially withdrawing from your school.

The Charles Finney School, 2070 Five Mile Line Road, Penfield, New York 14526