



**PLEASE FAX RECORDS TO CHILD'S SCHOOL,  
NOT TO CENTRAL REGISTRATION**

## ARLINGTON CENTRAL SCHOOL DISTRICT

### STUDENT RECORDS REQUEST FORM

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

OLD ADDRESS \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_

**FROM:** School student is leaving \_\_\_\_\_

School FAX or email \_\_\_\_\_ School TEL # \_\_\_\_\_

School Address \_\_\_\_\_

**TO:** School student is entering: **Arlington Central School District**  
**Special Education Department**  
**144 Todd Hill Road**  
**LaGrangeville, NY 12540**  
**Tel (845) 486-4494 Fax (845) 350-4131**

I hereby request that the Board of Education transfer copies of all records and reports now on file concerning the above named student. These records should be sent to the school address above and should include:

1. Academic record – including grades for the current year and the current marking period at the time of withdrawal
2. Attendance record – including current year
3. Medical/immunization records
4. Standardized testing results (if available) and related information, if applicable
5. Individual testing results (if available) and related information, if applicable
  - a. Psychological Report
  - b. School Based Committee Recommendations
  - c. Parental Permission for Placement
  - d. Individualized Educational Program (IEP)
  - e. Speech/Language Evaluation
  - f. Social History
  - g. Accommodation Plan - Section 504

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

*The Law Division of the New York State Education Department has ruled that "original records must be retained by the school district where the pupil initially enrolled and transcripts only should be forwarded to the district to which a pupil transferred."*

#### **DIRECTIONS FOR USE:**

- 1) For pupils transferring out, have signed by a parent as authority to transfer records to new school.
- 2) For pupils transferring in, have parent sign and transmit to sending school as a request for records. School from which the student is transferred may file the form after records have been sent as authority for its action.