

GRADE LEVEL/DEPARTMENT

FAX NUMBERS:

Elementary/MED Grades K-5:
518-392-2795

Middle School Guidance Grades 6-8:
518-392-1559

High School Guidance Grades 9-12:
518-392-0879

Special Education: 518-392-1881

CHATHAM CENTRAL SCHOOL DISTRICT
50 WOODBRIDGE AVENUE
CHATHAM, NY 12037
Phone: 518-392-1535
Fax: 518-392-1881

Attention Registrar: Mrs. Michele M. Haley
Email: haleym@chatham.k12.ny.us

AUTHORIZATION FOR RELEASE OF RECORDS

Name of Student: _____ Grade _____

The above named student is transferring to Chatham Schools. In order to assist us with proper placement, please send copies of all records for this student directly to the appropriate grade level/department fax number listed in the box above.

- All Academic Records including State Assessments / Attendance Records
- Health Related Records including Appraisals, Immunization Records and Latest Physical
- Suspension and Discipline Records (if applicable)
- Copy of Custody and Guardianship Information / Legal Determinations (if applicable)
- Home Language Questionnaire, NYSESLAT and NYSITELL Assessment Results (if applicable)
- 504 Records or Special Education Records (if applicable)
 - ✓ Current IEP [Note: We are an IEP Direct District. Please call Mrs. Beth King at 518-392-1540 or email her at kinge@chatham.k12.ny.us if you wish to arrange for an electronic transfer.]
 - ✓ Psychological Evaluations
 - ✓ Related Service Evaluations / Reports
 - ✓ Social History

Previous School Attended: _____

Previous School Address: _____

Previous School Phone: _____ Fax: _____

Permission is granted to forward student transcripts of all records:

Signature of Parent or Guardian: _____ Date: _____

Thank you for your cooperation –