

Phone: (860) 365-4020

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, CT 06424

Fax: (860) 365-4024

RELEASE OF STUDENT RECORDS

I give permission to the East Hampton Public School System to obtain school records as indicated below:

RELEASE TO:

OBTAIN FROM:

Specific Party or School

Street

City State Zip

Memorial Elementary School

20 Smith Street

East Hampton, CT 06424

Phone: _____ Fax: _____

Please release all records for my child(ren) as bulleted below:

Name: _____	Grade: _____	Birth Date: _____
Name: _____	Grade: _____	Birth Date: _____
Name: _____	Grade: _____	Birth Date: _____

- Official Administrative Record (name, address, birth date, grade level completed, grades, standardized test scores, class standing, recommended placement, attendance records and home/school correspondence).
- Health Records and Medical Reports – including birth certificate, immunizations and physical examination records.
- Education/Speech/Hearing/Language Evaluation.
- Confidential Files – including PPT Minutes, IEPs, all reports and evaluations (including OT, PT, psychological, speech, language), social worker records, educational testing and any other special education records.
- Evaluations from outside agencies, doctors, schools.
- All prior records from school systems other than your district.
- Telephone or person-to-person conversations between former and new teacher/school official or other person.
- Other (specify)

Anticipated Date of Last Day: _____

_____ Parent/Guardian Signature - Relationship	_____ Reason for Request	_____ Date
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Phone Number: _____

This authorization is requested in compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974. Personal information shall be transferred to a third party only on the condition that such party will not permit any other party to have access to that information without the written consent of the parents/guardians or eligible student. Parental permission is not required when records are requested by authorized school personnel of the school system in which the student may intend to enroll.