

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:

OBTAIN FROM:

RELEASE TO:

Specific Party or School

Street

City State Zip

Memorial Elementary School

20 Smith Street

East Hampton, CT 06424

Phone number: _____ Fax number: _____

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

Name: _____ Grade: _____ Birth Date: _____

Name: _____ Grade: _____ Birth Date: _____

Name: _____ Grade: _____ Birth Date: _____

- Official Cumulative Record (name, address, birth date, grade levels 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 Evaluations.
- Confidential Files – including PPT Minutes, IEPs, all reports and evaluations (including OT, PT, psychiatric, psychological, educational, speech, language), and records from – social workers, counselors, therapists, and educational consultants.
- Evaluations from outside agencies, doctors, schools.
- All prior records from school systems other than your district.
- Permission to communicate by telephone or to hold person-to-person conversations between former and new teacher/school representatives.
- Expulsion – If any of the above-listed students have been expelled from your school district, all records of the expulsion hearing.
- Other (specify)

Anticipated Date of First Day: _____

Parent/Guardian Signature - Relationship	Reason for Request	Date

Parent/Guardian 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.