

**GUIDANCE OFFICE
COOPERSTOWN MIDDLE/HIGH SCHOOL
39 LINDEN AVENUE
COOPERSTOWN, NY 13326-1496**

To:

Dear Director:

The following student(s) plan to enroll in our program. Please send the following information.

Name _____ Date of Birth _____ Grade Entering _____

Name _____ Date of Birth _____ Grade Entering _____

Name _____ Date of Birth _____ Grade Entering _____

- ____ 1. Permanent Record/Transcript of grades
- ____ 2. Health Records
- ____ 3. Psychological Reports
- ____ 4. Evidence of screening for special education services
- ____ 5. Grades to date of transfer
- ____ 6. Please include specific data regarding:
 - a. 5th grade P.E.P. writing scores
 - b. 6th grade P.E.P. reading and math scores
- ____ 7. Explanation of grading system

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. 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 record without a written consent for such a release. Consent and notification are not required when the school includes a notice in its policy that it forwards educational records on request to a school in which a student seeks or intends to enroll.

Parent/Guardian Signature _____ Date _____

Mail to:

Eric J. Carr
Director of Guidance

Jay D. Baldo
High School Counselor

Katie Baldo
Middle School Counselor