

Mechanicville City School District

25 Kniskern Avenue Mechanicville, New York 12118
Telephone 518-664-9888 Extension 2416 Fax 518-514-2108

Authorization To Request Release Of School Records

Authorization is hereby granted to the Mechanicville City School District of Mechanicville, New York to request information on the following student:

Name of Student _____ Dale of Birth _____ Grade _____

School Transferring From: _____

School Address: _____ City, State: _____

School Telephone*: _____ School Fax #: _____

Please send the following information:

- Birth Certificate Report Card/Transcript
- Immunization/Health Records
- Custodial Documentation on File
- Special Education/AIS Records if applicable
- Attendance Records
- Standardized Test Results
- Science Lab Reports
- Exit grades up to the date student left your district

PLEASE FAX DOCUMENTATION TO 514-2108

***Central Registrar Office
Mechanicville City School District
25 Kniskern Avenue
Mechanicville, NY 12118***

Signature of Parent or Legal Guardian

Date of Authorization
