

Mechanicville City School District

25 Kniskern Avenue - Mechanicville, NY 12118

Registrar: 518-664-9888 Ext. 2008

Authorization to Request Release of School Records

I give permission for the exchange of information concerning my child,

Name: _____ Current Grade: _____

who has been registered for school at Mechanicville City School District.

Name of Previous School: _____

Address: _____

Phone Number: _____ Fax Number: _____

Signature of Parent/Guardian

Date

Items Requested (*to be completed by MCSD*):

- Birth Certificate
- Report Cards
- Student Transcript
- Standardized Test Scores
- Science Lab Reports
- Universal screener used in reading & math (ie. iReady, STAR, AIMSWEB, etc.)
- Immunizations
- Last School Health Exam (Physical)
- Special Education Records (IEP, 504 Plan, psychological, etc.)
Please send to Kim Dunn - Fax # 518-514-2118 or kdunn@mechanicville.org
- Latest Custodial Documentation on file
- Attendance Reports
- Discipline Reports

Please send to:

Mechanicville Jr/Sr High School
Attn: Karen Higgins
Fax: 518-514-2108
khiggins@mechanicville.org

Mechanicville Elementary School
Attn: Jen Topetro
Fax: 518-514-2119
jtopetro@mechanicville.org