

Marie Wiles, Ph.D., Superintendent of Schools

www.guilderlandschools.org

Request Date: _____

To: _____

Phone: _____
 Fax: _____

The following student is enrolled in our district:

STUDENT	GRADE
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We would appreciate your forwarding the following information, where applicable, to the office indicated below at your earliest convenience: Please send ALL available information Circled items only

SCHOOL RECORDS	ASSESSMENTS
Elementary records Middle/Junior High School records Transcript of all grades Attendance records Discipline records Citizenship records Health and dental records, including immunizations <i>Psychological report (to special education office below)</i> <i>IEP \ Special Education records (to special education office below)</i> 504 Plan (to special education office below) English Language Learner services Homeless, migrant, immigrant services Group or Track, if such is needed	ELA, Math, Sci, SS Grades 3-8 NYSAA, All Grades NYSESLAT, All Grades NYSITELL, All Grades NYS Regents Exams NYS RCT Exams NYS Proficiency Exams High School Science Labs OTHER: Enrichment, Gifted and Talented

Please forward the above records to:

School Of Enrollment	PHONE	FAX
<input type="checkbox"/> GUILDERLAND HIGH SCHOOL , Attn. High School Registrar Guidance Department, 8 School Road, Guilderland Center, NY 12085	518-861-8591 Ext. 3000	518-861-7067
<input type="checkbox"/> FARNSWORTH MIDDLE SCHOOL , Attn. Guidance Secretary Guidance Department, 6072 State Farm Road, Guilderland, NY 12084-9534	518-456-6010 Ext. 3039	518-456-3747
<input type="checkbox"/> ALTAMONT ELEMENTARY , 117 Grand Street, Box 648, Altamont, NY 12009-0648	518-861-8528	518-861-5189
<input type="checkbox"/> GUILDERLAND ELEMENTARY , 2225 Western Avenue, Guilderland, NY 12084-9559	518-869-0293	518-464-6458
<input type="checkbox"/> LYNNWOOD ELEMENTARY , 8 Regina Drive, Schenectady, NY 12303-5437	518-355-7930	518-356-3087
<input type="checkbox"/> PINE BUSH ELEMENTARY , 3437 Carman Road, Schenectady, NY 12303-5347	518-357-2770	518-356-3172
<input type="checkbox"/> WESTMERE ELEMENTARY , 6270 Johnston Road, Albany, NY 12203-4397	518-456-3771	518-464-6443
<input type="checkbox"/> HOME SCHOOLED STUDENTS , Office of Assistant Superintendent for Curriculum 8 School Rd. PO Box 18, Guilderland Center, NY 12085	518-456-6200 Ext. 3119	518-456-1152
<input type="checkbox"/> OTHER: SPECIAL EDUCATION OFFICE <i>Elementary and High School :</i> 8 School Rd. PO Box 18, Guilderland Center, NY 12085 <i>Middle School:</i> 6076 State Farm Rd, Guilderland, NY 12084 <i>Email or fax records. Transfer IEP via IEPD if applicable</i>	<i>Elementary School:</i> 518-355-3706 <i>Middle School:</i> 518-456-6010 x 3051 <i>High School:</i> 518-861-8591 x 1002	518-861-5152 518-456-3747 518-861-5152

Current District Student, Signature Not Required New Student, Parent Signature Required Below
 I give permission to release the above information to Guilderland Central School District and the above school,

Signature of Parent\Guardian

Date