



AUTHORIZATION FOR RELEASE AND TRANSFER OF STUDENT RECORDS

To: Counselor/Registrar at _____
Student's Former School School District (& state, if not NY)

_____ Fax Number Phone Number

From: Registrar, Ravenna Coeymans Selkirk CSD

Re: The student below has enrolled in our district, with an anticipated start date of _____

Student Name: _____ Date of Birth: _____ Grade: _____

Address: _____
Street City, State, Zip

Please send copies of the following information to the school checked below:

- Academic Records (Transcript, Report Cards, Progress Reports, Standardized Test Scores, etc.)
If student is currently enrolled in Regents science, please include a list of all passed science labs.
- Discipline Records → Attendance Records → Health & Immunization Records

to the following school:

| | |
|--|--|
| <input type="checkbox"/> Pieter B. Coeymans Elementary 66 Church Street, Coeymans, NY 12045 Phone: 518-756-5200 x4000 Fax: 518-756-9162 Email: skrein@rcscsd.org | <input type="checkbox"/> Albertus W. Becker Elementary 1146 Route 9W, Selkirk, NY 12158 Phone: 518-756-5200 x5000 Fax: 518-767-2512 Email: strombley@rcscsd.org |
| <input type="checkbox"/> Ravenna Coeymans Selkirk Middle School 2025 Route 9W, Ravenna, NY 12143 Phone: 518-756-5200 x3000 Fax: 518-756-1988 Email: MSguidance@rcscsd.org | <input type="checkbox"/> Ravenna Coeymans Selkirk High School 2025 Route 9W, Ravenna, NY 12143 Phone: 518-756-5200 x 2000 Fax: 518-756-3534 Email: sruso@rcscsd.org |

If applicable, please send copies of the following CONFIDENTIAL information:

- Individual Education Plan (IEP)
- Psychological Evaluation

directly to the Director of Special Education:

2025 Route 9W, Ravenna, NY 12143 Fax: 518-756-5280
 Phone: 518-756-5200 x3033 Email: jwilkins@rcscsd.org

I hereby certify that I have been advised of the transfer of all indicated school records regarding my child. I understand that I may examine said records and request a copy.

Signature of Parent/Guardian Date

Please note: According to Section 99.31 of the Family Education Rights and Privacy Act (FERPA), prior written consent is not required for the transfer of a student's education records to a school or district in which the student intends to enroll.