

Lyme Central School District
School Records Department
11868 Academy St, Chaumont, NY 13622
P: 315-649-2417 ext. 2 F: 315-649-2663

Request for Student Records

Date of Request: _____

Originating School or Institution

Name of Previous School or Agency: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

Student's Information

Legal Name: Last _____

First _____

Middle _____

Birth Date: _____

Grade Level: _____

Student's Anticipated Start Date: _____

Signature of Parent/Guardian _____

Relationship to Student _____

The following records are hereby requested:

- | | |
|--|--|
| <input type="checkbox"/> Transcripts and Recent Report Cards | <input type="checkbox"/> Discipline Records |
| <input type="checkbox"/> Test data/ Standardized test scores | <input type="checkbox"/> Immunization Records |
| <input type="checkbox"/> English Language (ELL) test score (if applicable) | <input type="checkbox"/> Health/ Medical records |
| <input type="checkbox"/> Current Schedule | <input type="checkbox"/> Sports Physical Documentation |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Psychological Records |
| <input type="checkbox"/> Individual Literacy Plan (if applicable) | <input type="checkbox"/> Sociological Records |
| <input type="checkbox"/> IEP (Individual Education Plan) if applicable | <input type="checkbox"/> Copy of Birth Certificate |
| <input type="checkbox"/> 504 Plan (if applicable) | <input type="checkbox"/> Other _____ |

Signature of Requesting School Representative:

School Registrar

Signature

Title

Date

Email: tkimmis@lymecsd.org

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), as revised, states (a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the written consent of the parent of the student or the eligible student if (1) The disclosure is to other school officials, including teachers, within the agency or institution has determined to have legitimate educational interests. (2) The disclosure is to officials of another school or school system in which the student seeks or intends to enroll.