



## MADISON PUBLIC SCHOOLS

Madison, New Jersey 07940

### REQUEST FOR STUDENT RECORDS

The purpose of this form is to ensure compliance with the Family Educational Rights and Privacy Act of 1974, which requires documented evidence of permission to release all student files, including special education files, to officials of other public or private schools or parents in which the student intends to enroll.

Provisions:

1. Documented evidence of parent, guardian or adult student approval must be received before records are transmitted to the receiving school.
2. Parent notification should be before a transfer card is issued.
3. Under a recent law, school districts are required to provide all information regarding disciplinary suspensions and expulsions to the new district.

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade Level \_\_\_\_\_

Current Address \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

School child is attending:

\_\_\_\_\_ Central Avenue      \_\_\_\_\_ Kings Road      \_\_\_\_\_ Torey J. Sabatini

\_\_\_\_\_ Junior School      \_\_\_\_\_ High School

I, \_\_\_\_\_, have legal custody of the above named student. I request and  
(Please print name of parent/guardian)  
authorize that the records (including discipline records and special education files) of the above student be released to me.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### IMMUNIZATION RECORD INFORMATION

Each medical inspector shall record the results of examinations upon a record form (A45) recommended by the Commissioner of Education. Such form shall be kept in a permanent file and shall be the property of the board of education and shall be preserved. The individual health record shall be forwarded with other school records of students who transfer to another school. If a child leaves for any other reason the record shall remain the property of the school as authorized by N.J.A.C. 6:29-3.1 (b).

Department of Health regulations effective September 1, 1991, do not permit immunization information to be forwarded on the back of the student transfer card. The school that the student is leaving must forward A45, Health History and Appraisal, to the student's new school. (N.J.A.C. 8:57-4.7b)

A signed copy of the first page of A45 may be sent to the new school with the student transfer card or a signed copy may be given to the parent or guardian at the time a transfer is requested.