

# GROTON CENTRAL SCHOOL



## STUDENT RECORDS REQUEST

To: \_\_\_\_\_  
(Name of School Previously Attended & City, State)

Date: \_\_\_\_\_

The following student(s) registered in our school today:

STUDENT NAME	GRADE	DATE OF BIRTH

Parent/Guardian Name & Relationship: \_\_\_\_\_

New Groton Address: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Please SCAN/EMAIL or FAX:

- ACADEMIC** records (transcript, report cards, standardized test scores, class schedule, etc.)
- HEALTH** records (immunizations, physical, etc.)
- SPECIAL EDUCATION** records (IEPs - Individualized Education Plans, 504 Plans, and/or Psychological records)
- PERSONAL RECORDS** (birth certificate, attendance records, discipline records, legal documents regarding custody)

to: Denise Sedorus, Registrar and CSE Secretary  
**EMAIL:** [dsedorus@grotoncs.org](mailto:dsedorus@grotoncs.org)  
**FAX:** (607) 898-5886  
**ADDRESS:** Groton Elementary School, 516 Elm St, Groton, NY 13073

*According to the Final Regulations – Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within an educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student’s records without a written consent for such release.*