

**GRADE LEVEL/DEPARTMENT  
FAX NUMBERS:**

Elementary/MED Grades K-5:  
518-392-2795

Middle School Guidance Grades 6-8:  
518-392-1559

High School Guidance Grades 9-12:  
518-392-0879

Special Education:  
518-392-4279

**CHATHAM CENTRAL SCHOOL DISTRICT  
50 WOODBRIDGE AVENUE  
CHATHAM, NY 12037  
Phone: 518-392-1535  
Fax: 518-392-4279**

**Attention Registrar: Mrs. Michele M. Haley  
Email: [haleym@chatham.k12.ny.us](mailto:haleym@chatham.k12.ny.us)**

**AUTHORIZATION FOR RELEASE OF RECORDS**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

**The above named student is transferring to Chatham Schools. In order to assist us with proper placement, please send copies of all records for this student directly to the appropriate grade level/department fax number listed in the box above.**

- **All Academic Records**
- **Health / Immunization Records**
- **504 Records (if any)**
- **Special Education Records (if any)**

— **Current IEP [Note: We are an IEP Direct District. Please call Mrs. Beth King at 518-392-1540 or email her at [kinge@chatham.k12.ny.us](mailto:kinge@chatham.k12.ny.us) if you wish to arrange for an electronic transfer.]**

— **Psychological Evaluation**

— **Related Service Evaluation / Report**

— **Social History**

Previous School Attended: \_\_\_\_\_

Previous School Address: \_\_\_\_\_

Previous School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Permission is granted to forward student transcripts of all records:**

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your cooperation -**

Revised July 2016-mmh