



14665 Route 22
New Lebanon, NY 12125

AUTHORIZATION FOR RELEASE OF RECORDS

STUDENT NAME: _____

GRADE: _____

Name and address of school last attended:

SCHOOL: _____

SCHOOL ADDRESS: _____

Phone and/or Fax: _____

The above student has enrolled in our school district. Please scan or fax all school records including grades up to the time of transferring, any test results, health records, psychological, academic and any additional information that would be helpful in placing this student. Thank you for your assistance. **Please note: If you plan on mailing high school records, please scan or fax pertinent information (ie: health records, transcript) prior to mailing.**

SEND RECORDS TO:

New Lebanon Jr/Sr High School
14665 Route 22
New Lebanon, NY 12125
Attn: Sarah Roblez, Registrar
Phone: (518) 794-7600, option 2
Fax: (518) 766-6265
sroblez@newlebanoncsd.org

Walter B. Howard Elementary School
1478 Route 20
New Lebanon, NY 12125
Attn: Andrew Kourt, Principal
Phone: (518) 794-7600, option 1
Fax: (518) 766-2220

Parent/Guardian Signature

Date