



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 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](mailto:sroblez@newlebanoncsd.org)

Walter B. Howard Elementary School  
1478 Route 20  
New Lebanon, NY 12125 Attn:  
Melinda Keegan, Registrar  
Phone: (518) 794-7600, option 1  
Fax: (518) 766-2220  
[mkeegan@newlebanoncsd.org](mailto:mkeegan@newlebanoncsd.org)

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

\_\_\_\_\_  
Date