



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 forward 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.

**SEND RECORDS TO:**

New Lebanon Jr/Sr High School  
14665 Route 22  
New Lebanon, NY 12125  
Attn: Meghan Pepe, Guidance Counselor  
Phone: (518) 794-7600 ext. 2008  
Fax: (518) 794-5050

Walter B. Howard Elementary School  
1478 Route 20  
New Lebanon, NY 12125  
Attn: Lisa Kreutziger, Records Officer  
Phone: (518) 794-8554 ext. 3002  
Fax: (518) 766-2220

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

\_\_\_\_\_  
Date