



Request for School Records

Rush-Henrietta Crane Elementary School
85 Shell Edge Drive
Rochester, NY 14623

The student listed below registered in the Rush-Henrietta CSD on _____

Student Name: _____ DOB: _____ Grade: _____

Previous Address: _____

Reason for Request: New Entry Re-Entry Other:

Most recent schools/facilities attended:

School: _____ Grade: _____

Address: _____

Phone: _____ Fax: _____

School: _____ Grade: _____

Address: _____

Phone: _____ Fax: _____

Please Note: The Family Educational Rights and Privacy Act, also known as the Buckley Amendment, allows schools to release records without written permission from parents or eligible students to other schools to which a student is transferring.

To be completed by office personnel only.
Please send the following information:
____ Academic Information/Transcript/Standardized Test Scores
____ School Profile/Explanation of Grading System
____ Most current report card grades at time of withdrawal
____ Psychological/Social Work Reports and Social History/Evaluations/I.E.P./Achievement Tests
____ Current year Attendance
____ Discipline Records (Please indicate if n/a or include name and number of discipline contact).
____ Other _____

Parent/Guardian _____ Date _____

(Note to parent or legal guardian: You may receive a copy of these records, have them interpreted, or have an opportunity for a hearing to challenge the content of these records.)

All student information, including Special Education, to be sent to:

○ Crane Main Office
Phone: (585) 359-5401
Fax: (585) 359-5403

