



Request for School Records

Rush-Henrietta Ninth Grade Academy
2000 Lehigh Station Road
Henrietta, NY 14467

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
- ___ If in a high school regents science course, Science Labs and Titles: Please forward student's lab folder. If student didn't do actual labs, please indicate how many hours spent with hands-on projects. This information is required by our science department.
- ___ 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 _____

Student Signature _____ Date _____

(If student is over 18 years of age)

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:

○ Counseling Office Registrar
Phone: 585-359-5570
Fax: 585-359-5578