



## Request for School Records

Rush-Henrietta Senior High School  
1799 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) 359-5264

Fax: (585) 359-5276

