

Northgate School District Student Records Request Form



The following student is enrolling in our district:

Student Name _____
 Birthdate _____ Gender _____ Grade _____
 School Building: _____

Please fax the following information as soon as possible to the number listed below so that we may prepare an accurate class schedule for the student with the least amount of disruption to their learning:

- Academic Transcript
- Current/Most Recent Class Schedule / Grades (i.e., report card)

Please circle all that apply: IEP GIEP ESL None

The following records may be mailed at your convenience:

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| <ul style="list-style-type: none"> ● Permanent Record File ● Report Card for Each Completed Grade Level ● Attendance Records ● Health Records ● Disciplinary Records (if none, please confirm) | <ul style="list-style-type: none"> ● Confidential Records including custody papers ● PSSA/PASA Reports ● 504 Service Agreements ● Confirmation of Special Education Services ● Transcript |
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I do hereby authorize the release of the requested records.

Parent Signature _____ **Date** _____

Please send all requested records to:

Mrs. Diane Burns Northgate Middle/High School 591 Union Avenue Pittsburgh, PA 15202 Phone: 412-732-3300 Ext. 1012 Fax: 412-734-8086	Mrs. Nancy Silay Avalon Elementary School 721 California Avenue Pittsburgh, PA 15202 Phone: 412-732-3300 Ext. 3000 Fax: 412-734-8054	Mrs. Fara Pienkosky Bellevue Elementary School 435 Lincoln Avenue Pittsburgh, PA 15202 Phone: 412-732-3300 Ext. 4000 Fax: 412-734-8047
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Parental permission is no longer required when records are requested by authorized school personnel. (Family Education Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, page 14763).